

## TVUUC Board Meeting

April 15, 2018

**Board Members Present:** Matthew Blondell; Denise Coleman; Jeff Kovac; Ginna Mashburn; Lynne Mullins; Robby McMurry; John McNair; Bill Myers; Wendy Syer; Terry Uselton; Elnora Williams  
*Ex Officio:* Chris Buice; Claudia Pressley

### **Treasurer's Report and Other Financial Information:**

Robby McMurry gave a brief Treasurer's Report, stating that spending so far this year is still within the budget. A question was asked about pledges obtained in the 2017 Stewardship Campaign and whether they have been paid. Apparently all pledge amount expected at this point have been paid.

Some people have found it difficult to figure out how to set up church payments in *Realm*. Claudia confirmed that the staff will be sending out step-by-step instructions to members for setting up payments through *Realm*. (The payments through *Vanco* will then be stopped to avoid double payment.)

### **Stewardship Campaign**

Barbara Taylor gave a report on the progress of the stewardship campaign. Pledges totaling \$358,000 have been obtained so far, approximately 58% of the \$620,000 goal.

135 reminder cards have been sent to those who have pledged in recent years but have not yet responded to the pledge requests this year. If there is still no response, a team of callers will begin contacting members directly. It was noted that periodic direct deposit payments continue until the donor tells the church to stop. However, members are still asked to fill out a new pledge form each year to confirm their intentions. If no pledge form has been received, that pledge amount has not yet been counted in the total of \$358,000. These people will also be called to confirm their intention to continue payments.

Anticipating that the full \$620,000 will not be raised in pledges, there was a lengthy discussion about how additional funds could be raised. Should there be stronger statements made during Sunday services about the dire need for more pledges? Should we publicly recognize the staff on a Sunday to highlight the need for adequate salaries? The general conclusion was that these options may not be effective as a number of members and donors do not attend Sunday services; the direct calling approach is probably the best strategy at this point. The calls should be completed before the next Board meeting.

Another question was raised about the possibility of refinancing the mortgage in order to reduce the burden on the budget. This suggestion was rejected for now as the mortgage will be paid off in October 2019; if we want to consider refinancing at a later date, Robby suggested that it should be done through the Endowment Fund.

The Board requested some firm figures by the next Board meeting so we can adjust the 2018/19 budget if necessary. Barbara also promised to send weekly reports to Jeff which can be passed on to the Board.

### **Endowment Committee**

Ken Stephenson reported that the Endowment Fund has earned an average income of 14.7% over the last year and a 5.2% annual return over the last three years. The Committee is thinking of changing to

a different investment program for higher income (while still ensuring socially responsible investments. ) The TVUUC Endowment Funds have now been moved to the TVA Employees Credit Union. The Committee is still considering ways to redefine and clarify the Eternal Flame donation program.

Ken then reported on the recommendations of the Endowment Committee for the annual funding of specific projects. Five proposals were received this year, and the committee was especially impressed by two of them. They recommend that these two proposals be funded as follows:

- For the 2018 project, they recommend the development of an “Outdoor Fellowship Space” for \$15,000. This space would be a patio outside the Fellowship Hall (extending past the back door from the lobby), with a concrete or paving tile floor, and facilities such as an outdoor kitchen and gas grill. The exact appliances initially provided will depend on final, detailed, recommendations from the design committee, and the costs involved, to stay within the \$15,000 budget. The Committee recommended that the Building and Grounds Committee form a sub-committee, with additional people as needed, to develop a more detailed design.
- The Committee also recommended that the second proposal (A TVUUC Welcome Garden) be funded as the 2019 project, also for \$15,000. This garden would be located at the front of the church property (near Kingston Pike), with native flowers, grasses, and shrubs, walking paths, and benches. Although this garden will be constructed mostly in 2019, the award is being announced now to allow for the construction of a new irrigation system (not funded by the Endowment grant) before the garden is built, and to ensure that the plants can be planted at the optimal time of the year (in the Spring of 2019).

**The Board approved the funding of both of these projects, as well as the formation of a committee to create the final design of the Outdoor Fellowship Space,** with a recommendation that the congregation be invited to provide some input into the Fellowship Space design before construction begins. (This committee should be formed from the Buildings and Grounds Committee, with other members added as needed.) We also proposed a committee to design the Welcome Garden, to be headed by Doris Gove, with the final make-up of the committee to be approved by the Board.

The Board also expressed some concern that church members and/or staff may be unhappy that they cannot submit proposals for the 2019 project, as the 2019 funds have already been allocated. We asked that the Endowment Committee try to preemptively address such concerns in some way.

There was some discussion about other needs of the church, such as Religious Education, that have not received funding from the Endowment funds, but it was pointed out that many of the RE financial needs are on-going and should be addressed in the regular budget process rather than through Endowment grants. Ken mentioned that RE had not submitted a proposal to the Endowment Committee this year.

### **Nominating Committee**

Ginna Mashburn reported that more candidates have now been found for the open positions in 2018/19. The only two positions still lacking a candidate are one position each for the Nominating and Endowment Committees. [ Note that nominations for the Nominations Committee are made by the Program Council.] Robby McMurphy has agreed to serve another two years as Treasurer, if no other candidate can be found.

Ginna plans to propose a change in the nomination process, allowing formal, written, nominations from any church member (Including self-nominations).

### **Worship Committee**

The Board was presented with a revised Charter for the Worship Committee. The only significant change was moving the supervision of this committee from the Executive Team to the Leadership Team. (Reminder: The Executive Team consists of the Senior Minister and the Director of Administration, while the Leadership Team consists of the church President, President- Elect, Treasurer, and the Chair and Rising Chair of the Program Council . Ex-Officio Members are the Senior Minister, Director of Administration, and Director of Religious Education.)

The purpose of this proposal is to create broader responsibility for the committee and for worship services during the absence of the minister and not have it depend so heavily on the Senior Minister. We noted that the charter calls for a minimum of three members, but the committee does not currently have that many. Placing the committee under the Leadership Team may ensure that the committee has adequate membership with a broader representation of the congregation. It may also assist the committee in soliciting feedback from the congregation on worship services.

As no other committees report to the Leadership Team, the Board wondered if it would be more appropriate to place this committee under the Program Council.

**A motion to approve the change to Leadership Team supervision was passed by a majority.** Robby McMurry voted against the proposal, as he feels that the Leadership Team is not authorized to oversee any committee. (Its purpose is to set an agenda for the Board, and not to set or implement policy.)

If this arrangement does not seem to work well, the assignment of the committee can be considered again in a later year.

### **Committee on the Ministry**

The Board was given a draft of a charter for a new, proposed, Committee on the Ministry. This committee would exist to provide the Senior Minister with support and counsel on professional development, and to help prioritize ministerial activities. Chris expressed his current frustration with a large number of competing responsibilities and priorities and the inadequate time to address all of them. About 20 hours of his week is devoted to his highest priority: planning the Sunday Worship Service. Another high priority for him is public ministry, but a large number of other responsibilities also compete for his time, including myriad team and committee meetings, staff supervision, and even training church leadership at other UU churches in our cluster. Not all these demands on his time are in his current job description. He stated that he supports the creation of a Ministry Committee if it proves helpful to him rather than taking an evaluative or adversarial role, or creating even more demands.

After some discussion, the Board decided to postpone further discussion of this issue until Chris and the Leadership Team have done more work on revision of the Minister's job description.

### **Environmental Concerns Committee**

Although the Environmental Concerns Committee has existed for a number of years, no record of a committee charter could be located. To begin a discussion, Robby McMurry drafted a charter, which had not yet been shared with the Environmental Concerns Committee itself. The proposed charter will be given to the committee for feedback or editing before it is voted on by the Board. A suggestion was made to expand the definition of "environmental concerns" to include the inside environment of the church building.

In addition to this, the Environmental Concerns Committee has mentioned that they would like the church to have a policy to govern the practices of the church to support its environmental mission. The Board decided to ask the Environmental Concerns Committee to draft a policy to be reviewed by the Board. The policy can then be discussed with the church administration before the Board votes, recognizing that some compromises may be necessary for practical reasons.

### **Sanctuary Church**

Chris Buice reported that the Oak Ridge Unitarian Universalist Church has voted to be a Sanctuary Church for undocumented immigrants, if asked to do so. Although TVUUC has not voted to take this step in recent years, Chris suggested that other UU churches in the East Tennessee cluster may be asked to provide some practical support.

**The Board passed a motion for the church and minister to provide informal support for a sanctuary network within the local UU cluster, without providing actual sanctuary at TVUUC.**

### **Miscellaneous**

- TVUUC is also providing some support to the Poor People's Campaign, a national effort for moral witness, which has received an endorsement from the UUA . We recently hosted an organizational meeting (rent-free) for local participants (including six TVUUC members); the program included training in civil disobedience, with the reminder that such action is the decision of individual participants. Chris will send more information on the Poor People's Campaign to the Board.
- Denise Coleman reported that she is reading and compiling comments from the pledge forms. The comments will help to guide decisions made by the Strategic Planning Committee. She also mentioned that the Strategic Planning Committee seeks some more members, and they welcome suggestions for membership (especially younger members).
- Claudia Pressley and Bill Myers gave a very brief report on the plans for new church banners. The Sewing Group would not be able to make a cloth banner for another year or so. However, another, existing, banner was located that can be used at the General Assembly. We do still need to order a new vinyl banner for parades and other outdoor events.
- Although Jeff Kovac will be unable to attend, the Board will still meet, as scheduled on May 20 at 12:30. We were reminded that there will very likely be additional budget meetings scheduled in the coming weeks.

Submitted by Wendy Syer, Secretary to the Board.



## Board Meeting Agenda - April 15, 2018

Order of items is flexible depending on schedules. Times are approximate.

- |       |                                     |                               |
|-------|-------------------------------------|-------------------------------|
| 12:45 | Call to Order                       |                               |
| 12:50 | Approval of the March Board Minutes |                               |
| 12:55 | Treasurer's Report                  | Robby McMurry                 |
| 1:10  | Stewardship Update                  | Barbara Taylor<br>Kasi Clark  |
| 1:25  | Endowment Committee                 | Ken Stephenson                |
| 1:40  | Nominating Committee Update         | Ginna Mashburn                |
| 1:50  | Charters                            | Jeff Kovac                    |
|       | Worship Committee                   |                               |
|       | Committee on the Ministry           |                               |
|       | Environmental Concerns              | Robby McMurry                 |
| 2:05  | Environmental Policy                | Jeff Kovac                    |
| 2:00  | Right Relations Team Update         | Ginna Mashburn<br>Chris Buice |
| 2:10  | Sanctuary                           | Chris Buice                   |
|       | Poor People's Campaign              |                               |
| 2:20  | Strategic Planning                  | Chris Buice                   |
| 2:30  | Dates for May meeting               | Jeff Kovac                    |
| 2:35  | Other new business                  |                               |
| 2:40  | Adjourn                             |                               |

**TVUUC Endowment Fund Treasurers Report To the TVUUC Board April 15, 2018**  
**Showing Data 6/30/17-3/31/18**

15-Apr-18

<b><u>ACCOUNT</u></b>	<b><u>Balance</u> 6/30/17</b>	<b><u>Withdrawals</u></b>	<b><u>Additions</u></b>	<b><u>Balance</u> 3/30/18</b>
General fund	\$303,026.94	\$7,000.00	\$13,899.81	\$333,806.38
Religious Education Fund	\$14,073.12		\$1,200.00	\$16,363.68
Building Maintenance Fnd	\$26,803.08			\$28,893.84
Social Concerns Fund	\$1,346.85			\$1,451.91
Memorial Fund	\$22,088.52	\$729.51		\$23,051.98
General Fund (Distrib Acct)	\$9,256.69	\$305.72		\$9,660.45
<b><u>TOTALS</u></b>	<b>\$376,595.20</b>	<b>\$8,035.23</b>	<b>\$15,099.81</b>	<b>\$413,228.24</b>

Investment Income 6/30/17-3/31/18 \$29,568.46

Investment Performance of UUCEF

Last month	-2.40%
1 year	14.70%
3 years	5.20%

**Music and Musical Diversity at TVUUC – a brief list and overview of works, goals and achievements during the 2017-2018 program year.**

Congregational singing in rounds –Recently, a congregant told me “how cool” it was that we automatically know what our voice part is by where we are sitting and that they love the rounds. They were very encouraging towards the idea that we should continue and do this type of singing more often.

Summer choir to be led by the director – We have had a couple of members make consistent efforts to lead a volunteer summer choir. Apparently, this model was formed up under the prior music director, and I let it be for the first 2-3 years. Because of other commitments, those choir members have been unable to continue with that project. I will begin the Summer Choir program this year, with the stated goal of singing for the Water Communion Service.

TVUUC at Pride Interfaith service – In June, we combined with the ORUUC choir members to sing “Everything Possible” for the pride service. Well received, and a nice connecting activity for the two congregations.

Gay Men’s Chorus of Washington DC – TVUUC hosted a concert for this group on their southern branch tour, and they participated in the June 18 service.

Deeper than the Skin – music from Reggie Harris and Greg Greenway – the evening concert was very well attended.

Fall Music Sunday included music by Tom Petty, Eddie Vedder and from the UU Terns, Sanctuary Choir, Old Time group and solo TVUUC musicians.

Jan 7 Jazz Funeral, titles included Saint James Infirmary, Swing Low Sweet Chariot, I’ll Fly Away. We had three guest musicians for that service.

**Overview of titles from the past several months. \*denotes TVUUC Choir titles**

I Riden Sa – Song in Swedish, prepared with two choirsters and members of the Old Time band on instrumentals.  
Angel from Montgomery/Calling all Angels – The Accidentals  
We are each others angels (Brodsky)  
Ein Feste Burg, Nocturno with Zach Douglass  
Landslide (Fleetwood Mac)  
Lullaby (Billy Joe)  
Seasons of Love GMCW – from Rent  
Raise you up/Just be GMCW – from Kinky Boots

\*My Soul is a River  
There is a Balm in Gilead – soloist, Dominick White  
Moondance, the Old Time Band – Van Morrison and other OT Tunes, Tom O Connor  
Juniper Stinnet – Original songs  
Violin and Viola duets, Somewhere over the Rainbow; selections from Bach, 2 part inventions. Leslie and Bill Pierce



Total Eclipse of the Heart and Total  
Eclipse! (latter by Handel) Eclipse  
Sunday!

\*MLK (Songs of U2)

\*Beautiful Day

Music with Guy-Larry Osborne and  
Diane Krause – Larry's originals

Japanese folk song, Furusato

\*Homage, for Choir

People Get Ready, Oh Freedom

\*Ma na'vu,

\*Shalom Havayreem,

\*Ose Shalom, Kol Nidrei (Kathy on  
Cello)

\*Love is the Spirit of this  
Church/Voices of Peace (UU  
Composers)

Hindu dancers and musicians for  
Diwali

\*We are Building a New Way/ Over  
my Head (UU and Spiritual)

\*Jesu Joy of Man's Desiring

\*Saints Bound for Heaven (Arr. From  
Old Harp)

\*The Silence and the Song/Freedom  
Come

Hedwig's Theme, organ

\*The Snow Lay on the Ground

\*O Magnum Mysterium

Yuletide Trio, Kathy B, Karen Yarbrow,  
Jennifer Van Tol

Winter Wonderland

\*In Dulci Jubilo

\*Cherokee Amazing Grace

\*Song of the Earth Spirit

\*Call to Remembrance

It Was Not So To Be

Adagio for the Glass Harmonica

\*Alleluia

Selections from the Dvorak Bagatelles

\*The Oneness of Everything

\*Would You Harbor Me?

Love Can Build a Bridge

Can't Buy me Love

\*If Music be the Food of Love

\*How Did the Rose?

Winter Wind

It Ain't Necessarily So

You'll Never Walk Alone

\*Be Ours a Religion

\*Choose Something Like a Star  
Come Sunday

Sheep May Safely Graze

You'll Never Walk Alone

\*Walk A Mile

### **Upcoming**

\*Rhythm of Life

\*Alleluia, by Basler

\*A rose tree blossoms

\*Three madrigals

## Public Ministry Report to the TVUUC Board

- When I sat down this morning to write this report on Public Ministry I found that I first had to write a guest column for the Knoxville News Sentinel on the Florida high school shooting which I did and have submitted for consideration. I only mention this to say that public ministry is a very high priority for me as I feel our church must speak out on important issues of our day. In 2017-18 to date I've written 5 columns and the first draft of a column modified by other clergy for an interfaith column and this was in a year where I spent 4 months on sabbatical. Each time the column identifies me as a minister of the Tennessee Valley Unitarian Universalist Church.
- In light of our denominations commitment to the Black Lives Matter Movement I have worked to build closer ties with African American clergy and churches. I've joined KICMA clergy group where I am currently the only active white member. KICMA meets regularly with the mayor, the police chief, the school superintendent and other public officials in order to hold them accountable to the community. I've participated in and encouraged TVUUC members to attend KICMA events. In the Fall I offered an adult education class called Black Church/White Church which culminated in attending the KICMA Thanksgiving service where the collection where the collection raised \$2084. 14 for the Community Action Council's aid program for those in need of winter heating assistance.



- Our church's "Love Our Neighbors: Faith Over Fear" rally pre-election in response to the proposed Muslim ban helped lead to the creation of the program A Seat at the Table which offers an opportunity for people of all faiths to share meals together and get to know one another. We have had two to three events per month for most of the year including an interfaith lunch that I will be attending today. I've served on the Board for this organization



and now serve on the interfaith advisors group. The future of this organization is in question. We lost our main funding source Religions for Peace and are currently trying to plan a sustainable source of funding for this important work. Members of our congregation have been present at every event which have been held in churches, mosques, synagogues, restaurants and coffee houses.



- A Seat at the Table also worked to provide in February 2017 an Upstander training workshop to help give people the skills to stand up to bias, bigotry, racism and hate. We've also given birth to an interfaith youth organization SEEDS of Abraham and our youth group has cooperated on a feeding the homeless project and two of our youth won first prize in the interfaith poetry slam contest.
- This has been a year of rallies and public witness (often on short notice) Our church has had a fairly visible role in the Women's March movement serving as the hosting site for organizing meetings and with a large number of participants showing up for the event. TVUUC has been represented, often with the church banner at rallies for the Women's March, Immigrant and Refugees march, Post Charlottesville Anti-Racism March, Martin Luther King Parade, Vigils after shootings, White Supremacist counter demonstration on 17<sup>th</sup> Street, UT Rock Against Racism. TVUUC served as a collection site for



Puerto Rico after hurricane which was a very public role and I gave the invocation at the fundraising dinner event connected with this effort. I need to get better at quantifying this form of public ministry but it is a growing form of church work and we are improving in our ability to do rapid response. I represented the church at a national rally outside the National Rifle Association on the anniversary of the Sandy Hook shooting (also on short notice) on December 14, 2017, for responsible gun policies.



- The weekend with the Unitarian Universalist Board was meant to have an element of public witness and public ministry. At a meeting of organizers afterwards we decided that this aspect was not a pronounced dimension to the event. The event's strength seems to be mostly in pulling together the congregations and helping us to feel more connected to the UUA. However, we did do some good fundraising for social justice issues raising \$2543 for Bridge Refugee Service and the same amount for Black Lives of UU.
- The Two attachments document the amount of money raised for our public ministries through the share the plate program. The first attachment "Inquiry Summary" is a list of the checks written to outside organizations. The second attachment "Additional Share the Plate" shows the money we have raised for public ministries based in the congregation.



DRAFT– Always a Work in Progress – 2/10/2018  
**SANCTUARY BASICS AT FIRST UNITARIAN**

This document is a brief resource for volunteer hosts with First Unitarian Church and its sanctuary guests. This document should not be reproduced, though noting key phone numbers highlighted is recommended. Three copies are available on-site: in the Administrator's office, at the reception desk, and the host binder (which is stored on the shelf near the stairs going to the Haven and should be handed from one host pair to the next host pair at change of shift).

**Sanctuary hosts:**

- strive to meet guests' needs,
- help guests to feel comfortable, and
- ensure the security of the guests.

**1. PHONE NUMBERS (*Spanish speakers marked with \**):**

An onsite Android LG phone is provided with the important numbers preloaded. It is recommended that the hosts familiarize themselves with the phone. The Phone is also preloaded with the Crew messaging app. This phone is NOT FOR PERSONAL USE and should remain in the church in the purple pouch and regularly be charged.

**a. Main Phone Numbers:**

- i. Rev. Tom Goldsmith, Senior Minister and First Unitarian Church Spokesperson, 801-635-9622, goldsmithrev@gmail.com
- ii. Rev. Monica Dobbins, Assistant Minister and First Unitarian Church Spokesperson, 385-355-1381, rev.monicaobbins@gmail.com
- iii. Hal Gonzales, Church Administrator [including facilities (heat, plumbing, building issues)]: 801-582-8687 ext. 201, slcuuadmin@gmail.com

**b. First Unitarian Sanctuary Team (contact these people with questions):**

- i. Director: Joan Gregory, 801-949-2906, joanmzg@gmail.com
- ii. Volunteer Coordinator and Background Checks: Kelly Garrett, 801-833-4185, kgarrett@xmission.com
- iii. Volunteer Coordinator: Lauren VandenBirge\*, 303-819-9903, laurenbirge@gmail.com
- iv. Scheduling and Communication Coordinator and Crew Help: Sven Haynes, 404-502-4247, sven.haynes@gmail.com
- v. Security Coordinator: Sarang Joshi, 801-906-3854, scjoshi@gmail.com
- vi. Grocery/Shopping Coordinator: Bryan VandenBirge, 360-941-3698, vandenbirge@protonmail.com
- vii. Laundry Coordinator: Samantha Overton, 617-828-1604, samanthaoverton100@gmail.com
- viii. Childcare Coordinator: Amanda Esko, hipiegrl@yahoo.com, 801-712-8306

**c. Non-emergency Medical House Call:**

- i. Pediatrician: \_\_\_\_\_
- ii. Family Practice: \_\_\_\_\_

**d. Emergency Medical:**

- i. University of Utah Hospital, 801-581-2121, 50 North Medical Drive, Salt Lake City, UT 84112

**e. SLC Sanctuary Solidarity Network and Case Contacts:**

- i. Sanctuary Liaison: Kristin Knippenberg, 801-809-8346, kklloverfighter@gmail.com

**2. VOLUNTEER HOSTS**

**a. On-call versus Onsite**

**i. On-call**

1. When no one is in sanctuary at the church, all hosts are considered **ON CALL**. This means hosts sign up for shifts and are ready to be at the church if someone enters sanctuary.
2. Hosts do not need to show up at the church while **ON CALL**. However, whoever has the shift at the moment someone enters sanctuary is expected to come within 30 minutes of notification. Hosts are ready to go with a bag packed and phone at hand during ON CALL shifts.

**ii. Onsite**



1. Once sanctuary is announced, hosts are expected to show up **ONSITE** at First Unitarian Church for the shifts they committed to in the Crew App.
  2. Clear notification will go out via Crew when someone enters sanctuary.
  3. Do not tell anyone any information about sanctuary or the guest(s) until notified otherwise. This means that ANY information about the guest(s) is protected information, not to be shared.
- b. Parking**
- i. Parking is available for hosts in the First Unitarian designated parking spaces in Friendship Manor Parking lot.
  - ii. Place a yellow tag on the rearview mirror.
  - iii. A yellow tag will be available from the previous host during hand-off or from the church office (during regular business hours).
- c. Entering the Church**
- i. Enter through the North entrance (double) doors only.
  - ii. All doors into the church are to remain locked and not propped open.
  - iii. Event coordinators are instructed to open only the North entrance (double) doors.
  - iv. When you arrive, message the onsite hosts via Crew. Check the calendar in the Crew App to see who is on shift. Or, ring the doorbell that is located outside of the North entrance (double) doors.
  - v. If a shift is ending and the next host hasn't shown up, onsite hosts should go to the North entrance door to see if they are there.
  - vi. For more information on entrances and security, refer to the SECURITY BASICS section.
- d. Hand-off between Shifts**
- i. Incoming hosts meet the departing hosts upon arrival to talk about any issues.
  - ii. Departing hosts hand over the church key(s), yellow parking tag, and the Onsite Phone (all kept in the purple pouch), and inform the arriving hosts of the location of the Onsite Phone Charger (typically in The Haven).
  - iii. Incoming hosts place parking tags on cars before departing hosts leave.
  - iv. For communication with co-host within the building, exchange phone numbers.
  - v. Hosts should also make sure they appear in Crew as "Hosts currently onsite". To do this:
    1. Allow the Crew app to use your phone's GPS/location services/reporting/history when you first install and set up the app.
    2. If you do not see "Hosts currently onsite" in your list of Chats, click on "Coworkers" at the bottom of the main screen, under groups, click on "Hosts currently on-site", you will be prompted to join group location, click "Yes, Allow Access".
    3. This will only allow people to see who is onsite at any time, not when you are off-site.
  - vi. Hosts wear nametags stored in The Haven, or you can use your permanent church nametag.
  - vii. Hosts introduce themselves to guest(s), *IF* they are available, saying: "Hi, my name is \_\_\_, and I'm going to be here until \_\_\_ AM/PM. Nice to meet you! Let me know if you need anything. I plan to be \_\_\_ (indicate your plan, e.g., reading in the parlor, then I'll get ready for bed at 10:30, usually get up at 6:30.)". Hosts don't need to be detailed in explaining their plans for their shift, but please be easy to find, especially while guests get familiar the weekly rhythms of church life.
  - viii. If a host must leave before the next hosts have arrived, coordinate with the co-host (this is one reason we have two per shift). **Do not leave the church unstaffed.**
- e. Locations for Sanctuary at the Church: Private Residence**
- "Private residence" areas are spaces in the church where no one is allowed in except the guest and those who the guest invites. These areas are marked, and hosts are responsible to ensure the signs designating these areas are clearly visible and maintained. Legal protection of the guest(s) may hinge on clear designation of these private residence areas.
- i. **Room 205:** Bedroom area for guests.
  - ii. **Bathroom with Shower:** Entrance is inside the guests' room
  - iii. **The Haven (Flexible Private Residence):**
    1. When "Private Residence" sign is up, the Haven can be a living room area for guests and sleeping quarters for the Night Watch hosts.



2. Take the "Private Residence" sign down when:
    - a. The Haven is being used by the church's other groups for meetings and gatherings.
    - b. The public might have free access to that room (rare).
  3. IMPORTANT: Replace the "Private Residence" sign when the groups/public are finished.
  - iv. Additional "Private Residence" rooms may be designated at the convenience and preference of the guest and the church. Notice of any new "Private Residence" areas will be well marked and clearly communicated to church members.
- f. Public Areas**
- i. The guest and the hosts are not restricted from any area of the church. But:
    1. When there are events happening at the church, it is riskier for the guest to be in areas other than "Private Residence."
    2. Guests and hosts ought to know where each other are located.
  - ii. Places that are comfortable to hang out, with the awareness of the difference between public areas and private residence: The Haven, Eliot Hall, Upstairs or Main Kitchen, Little Chapel (after preschool hours), upstairs classrooms
- g. Cooking and Cleaning**
- i. Hosts take all Private Residence, Bathroom, and Kitchen garbage and recycling to south entrance once a day - during the Third (Evening) Watch (4PM-10PM).
  - ii. Hosts check the fridge weekly during the Saturday Second (Afternoon) Watch (12PM-4PM). If anything looks scary, ask the guest to be sure, but probably best to throw it out!
  - iii. Hosts may use the church kitchen on the main floor or the upstairs kitchen to make meals during their shift.
  - iv. Do NOT use the RE kitchen (next to Little Chapel).
  - v. Everyone cleans up after themselves.
- h. Overnight Shifts**
- i. Hosts bring bed linens, blankets, sleeping bag, pillows, snacks/meals and/or anything else needed.
  - ii. Hosts sleep in The Haven on the couches.
- i. Hosts' Children, Partners, Visitors, and Dogs**
- i. Hosts do not bring children. If there were an emergency or if ICE/Police were to show up, hosts would be compromised in their ability to focus 100% on the guest.
  - ii. Hosts do not invite others to visit them during shifts. Partners are permitted to stop by for a short visit as long as they are not at all hostile to the sanctuary effort and do not bother the guest in any way. The guest's peace, privacy, and freedom from curiosity are too important.
  - iii. If partners are each fully trained and cleared hosts, they may work the same shift together.
  - iv. Dogs – under review – feedback/input welcome.
- j. Other Church Priorities and Activities**
- i. Hosts do not take a shift if they are also signed up to do other activities at the church (for example, choir practice). If there were an emergency or if ICE/Police were to show up, hosts would be compromised in their ability to focus 100% on the guest.
- k. Guest's Visitors**
- i. The guest may have visitors.
  - ii. The guest's visitors should arrange with the guest beforehand and should text or phone the guest when they arrive at the North door.
  - iii. Hosts and guest(s) may remind visitors that they must contact the guest ahead of time AND text when they are at the North door.
  - iv. Guest and host answer the door together to welcome expected visitors: the guest needs to confirm that the person at the door is who they are expecting. If a visitor will be regular, we can ask to include their picture in the host binder, so the host can answer the door by themselves.
  - v. Note that there are times when the guest may not want visitors, even loved ones. This is the main reason for the call-ahead/text rule.
  - vi. Visiting hours are: \_\_\_\_\_ to \_\_\_\_\_. Visiting hours are set based on the needs of the guest. Guest may have overnight visitors as long as the guest notifies the hosts.



#### **I. Expectations of Guests**

- i. The guest will cook for themselves and will clean up after themselves.
- ii. The guest will be responsible for waking themselves and their family up in the morning; the exact schedule will depend on the guest.

#### **m. Language Difficulties**

- i. Use Google Translate or other translator app for basic communication, if needed. If something more complex needs to be discussed, call one of the Spanish speakers for help via the Crew group of Spanish Speakers.

#### **n. Miscellaneous**

- i. First-aid kits are located (1 each) in the: copy room, staff kitchen, main kitchen, main administrative office, and one in each classroom.
- ii. Fire extinguishers and a fire alarm system with pull stations are located throughout the building.
- iii. Clean linens are located in Room 205.
- iv. The schedule of upcoming church events is located at: <https://slcuu.org/programs/church-calendar>
- v. Sanctuary-designated foods are located in the cupboards of the upstairs kitchen.
- vi. Food and drink are allowed everywhere except the church sanctuary.
- vii. Smoking is permitted outside only. Please do not smoke in the playground area or near air intake vents.
- viii. The church has a donate button on its website for accepting donations in support of our guest and our Sanctuary efforts: <https://slcuu.org/sanctuary-fund>

#### **o. Hosts and Church are Not Responsible for Lost or Stolen Items.**

### **3. EXPECTATIONS FOR HOSTS INTERACTING WITH GUESTS**

- a. Hosts are not the guests' warden, or nanny, or social worker, or best friend, or benefactor, and above all, hosts are not their savior. By providing sanctuary, the church and its community partners have entered into legal limbo with the guest in a partnership of solidarity. Listen, care, and be present; don't explain or give advice.
- b. If the guest is in their room with the door closed, hosts wait until later to introduce themselves.
- c. The guest may want to talk, or may not. Hosts should be respectful of their space and privacy.
- d. Use Crew to communicate with the guest first, and only for essentials (example: changing the thermostat in their room). This allows the guest some cushion for responding when they want.
- e. Certain interactions are made more difficult for the guest because they cannot leave the church. Saying "no" to gestures of goodwill is perhaps the most difficult. Whenever possible, in your conversation and your offers of help, make it EASY for the guest to say "no thank you." So for example, instead of saying, "Hi, can I come see you?" say "Hi, can you visit right now or are you busy? Should we connect later?" The latter example offers a choice and builds an excuse right into the request. It also lets the guest know that you want to see them, but puts the choice of when, where, and how into the guest's hands.
- f. Don't ask questions about their history and hardships or how they got to this point. Hosts' curiosity and desire to understand are not as important as guests' peace of mind. Follow the guest's lead.
- g. After hosts have met and interacted with the guest, hosts should keep all details they have learned confidential, except as directed by the public campaign. Not all details will be disclosed in the public campaign.
- h. If any church member or church visitor is interrogating the guest or is making them feel uncomfortable, hosts should collect that person away from the guest and offer to discuss the issues themselves. These "conversations" can be harmful and burdensome to the guest even when the person believes they are being friendly and trying to understand. The guest should not bear the burden of educating anyone on their situation, nor should they have to justify it to anyone, even if that person is well-meaning.
- i. If a host is playing with the guest's child, stay in designated public spaces. Also, hosts do not make decisions on behalf of the parent; the guest is still the parent. If the child asks the host for a snack, or if the child wants to go outside and play, have them ask their parent first.

### **4. SECURITY BASICS**

#### **a. Doors/Entrances**



- i. There are 9 outside entrances: 5 Eliot Hall doors (West), 1 Sanctuary entrance (West), 1 Main (North) entrance double doors (ADA), 1 RE Building (CCNS entrance)(North), and 1 RE Building entrance (South).
  - ii. ALL doors remain locked during regular church business hours (9AM-4PM Mon-Thurs and 9AM-12:00PM Fri) INCLUDING the Main Entrance (North – double doors – ADA entrance) and the RE Building CCNS (West) entrance.
  - iii. For this reason, during business hours, one host should be stationed at the CCNS doors to let parents, children, and staff come in and out during dropoff, pickup, and recess. In a few weeks, this system will be replaced by a lock keypad with a code.
  - iv. During business hours, the other host should be stationed at or near the Main Entrance to let in known/expected visitors and to screen unknown visitors. In a few weeks, this system will also be replaced by a lock keypad with a code. This door is also equipped with a Wi-Fi doorbell and video camera, for when visitors come after hours. The person with the Host Phone can first see who is at the door on the video camera and then can answer the door.
  - v. Make sure all outside doors are locked after staff leave (beginning of Third Watch/Evening Shift) and again at the beginning of the Night Watch/Overnight Shift (10PM), as well as after all scheduled groups have left the building.
- b. Property Protocol**
- i. Hosts should be aware of what private meetings are scheduled, and where in the building. There will be a schedule of the church printed and posted by the Administration Office. If the private meetings are outside of regular church business hours inform the meeting coordinator that all doors are to be kept locked at all times and that only expected meeting attendees are to be allowed entrance to the church.
  - ii. Guest Children may play outside in the fenced playground area of church property with parental permission and a citizen host watching.
- c. Media and Unknown/Unscheduled Visitors**
- i. Media can visit by appointment only.
    - 1. Media enter via the Eliot Hall doors, NOT the North door nor the CCNS door.
    - 2. Direct all media to the Eliot Hall doors, ask them to wait in Eliot Hall, and then find the person with whom they have an appointment.
  - ii. Unknown Well-wishers and Ill-wishers
    - 1. If an unknown visitor is trying locked doors, speak through the window to direct them to the North door.
      - a. Speak to them through the window until you find out why they are there.
      - b. If they are there to see someone inside (other than the guest), find the person they are looking for and ask them to come to the door.
      - c. If they are offering in-kind donations, thank them SO much, but say we are not accepting in-kind donations unless they are something the guest has specifically requested and you have been notified of that. Suggest a monetary donation. Thank them again for their generosity.
      - d. If they want to volunteer or help, go outside to talk with them. Vet them: Ask them how they heard about Sanctuary, what groups (churches, organizations, etc.) they are with, ask their opinions on Sanctuary. Take their name, phone number, and email and pass those to Sven with your impressions of the person. Sven will follow up with the prospective volunteer if needed.
    - 2. If they seem to be ill-wishers, if they are casing the building or videotaping or are acting in a covert manner, if you are comfortable, go outside with a partner and ask if you can help them. If you are not comfortable, stay inside and get a photo of them.
- d. Public Events (Including Church Services)**
- i. Public events or well-attended events may require extra hosts.
  - ii. At public events, the difference between “Private Residence” and public areas becomes very, very important.
    - 1. Attendees must not enter anything marked “Private Residence.”
    - 2. The guest has the option of participating in the public event, but can enter or leave their Private Residence at will. Guest agency and decisions must be respected.

3. Because this is a welcoming congregation, an unlikely scenario may be that a police officer or ICE agent may attend. If this happens, as long as the guest remains in Private Residence with the door closed, police/ICE ESPECIALLY cannot enter that Private Residence without a judicial warrant signed by a judge.
- iii. The Sanctuary hosts on duty may participate in public events, but their first job is to watch the public spaces.
  1. Hosts should be aware of new or unknown faces and introduce themselves in a friendly way.
  2. Hosts should be kind and welcoming, but confident about where attendees should go, so they don't wander around.
  3. Hosts should know generally where the guest is.
  4. If hosts see an attendee giving the guest unwanted attention, intervene in a friendly and non-confrontational way.

## 5. WHAT TO DO IN AN EMERGENCY

### a. Health

#### i. Non-emergency

1. If a doctor is needed, the guest can call the non-emergency medical help.

#### ii. Emergency

1. If a guest needs to go to the ER/Hospital, hosts first receive the guest's consent to go. Then have the guest call their lawyer to inform them they are going to the hospital. Then hosts take the guest to the hospital. Then notify Joan.
2. Hospitals, like churches, are sensitive locations that ICE typically will not invade.

### b. Calling Police/Fire

#### i. Life-threatening situations: call 911.

#### ii. Not life-threatening:

1. If guest is involved in something where police involvement is indicated:
  - a. If the guest is the wronged party, it is the sole decision of the guest whether they want to involve the police. If they do not want to, the police must not be called, and another form of conflict resolution can be used.
  - b. If an incident between a guest and church member happens and the church member wants to call the police, or calls the police to the church on their own, believing themselves to be the wronged party:
    - i. First, the hosts should remove the church member and de-escalate, ideally with clergy involvement.
    - ii. The guest should call their lawyer, regardless of whether the church member has THREATENED to call the police or has ACTUALLY called the police.
    - iii. If police come wanting to talk to the guest about this incident, the guest will go to their Private Residence and will not talk to the police without their lawyer present. They may say as much through the closed door of the Private Residence.
    - iv. Finally, without police involvement, the clergy and any of the following --- guest, guest's lawyer, church member, and any witnesses --- should consult TOGETHER for alternative resolution.
2. If the incident involves only the church building or its members and the guest is not involved:
  - a. Hosts should not call the police themselves. Instead, notify Rev. Tom Goldsmith or Rev. Monica Dobbins. Backups: Hal Gonzales, Joan Gregory.
  - b. If police show up at the church for any business other than guest business:
    - i. Designated clergy or church members should know why and when the police are coming and meet them at the door.
    - ii. Guest and hosts should remain in the private residence areas.
  - c. If, after all this, hosts answer the door to police who have been called there for any business other than guest business:
    - i. Immediately have the guest go to the Private Residence and close the door.
    - ii. Do not let the police in, but instead go find the person who called the police and let them handle the situation.



- iii. If the host can't find the person who called the police, return to the door and say, "I'm so sorry, I can't find the person who called you, and I can't let you in without a judicial warrant signed by a judge."
  - d. If the host is asked to provide information about the non-guest incident:
    - i. The host can choose to remain silent based on the 5<sup>th</sup> amendment.
    - ii. If the host does answer, be circumspect, but don't lie. Only give the police the information they ask for, and no more.
    - iii. The guest is absolutely under NO obligation to talk to the police if they come on church business. If the guest wants to volunteer information, to be helpful, that is their choice, but they should never be pressured to do so.

## 6. ICE/POLICE

- a. If it is outside of office hours and no one is expecting visitors (or the next hosts), don't answer the door.
- b. If the host does answer the door, and it is ICE and/or Police, **IN EVERY SCENARIO**:
  - i. **DO NOT OPEN THE DOOR.**
  - ii. **STAY CALM AND POLITE.**
  - iii. The host tells the guest go into the private residence and call their lawyer.
  - iv. Call the clergy
  - v. The host asks ICE/Police if they have a **judicial warrant signed by a judge.**
  - vi. The host asks them to show the document through a window.
  - vii. The host takes a legible picture of the document with the Host Phone and texts it to Kristin Knippenberg at 801-809-8346, waiting for her to confirm what kind of document it is.
    - 1. ICE/Police will get impatient waiting for hosts to resolve this with Kristin.
    - 2. ICE/Police may try to rush the host or tell them time is running out.
    - 3. **Stay calm and polite, thank ICE/Police for waiting, and do NOT let them in.**
- c. **Scenario 1:** If the document is a judicial warrant signed by a judge with the guest's name on it, the host should *not immediately* let the officers in without a specific order to do so, even after they have seen the warrant:
  - i. First hosts must clarify with the officer that they are being ordered to let the officer in.
  - ii. If they say, "yes, I am ordering you to let me in," then the host should let them in.
  - iii. Clearly state **"I DO NOT CONSENT TO YOUR ENTRY."**
  - iv. Furthermore, hosts:
    - 1. Start filming video.
    - 2. Do not show ICE/Police your ID. Hosts are only required to verbalize their **name and date of birth**, if asked. The answer to anything else is **"I want a lawyer."**
    - 3. The guest will have been given full instructions by their lawyer on what to do if ICE enters the building. Guests' instructions may be different from the hosts'. The hosts should not give the guest advice on what they think the guest should do.
- d. **Scenario 2:** If the document is an administrative warrant for removal (an ICE document), politely say "I am sorry, but this is an ICE administrative warrant, and I do not have to open the door. Please leave this document outside, and I will pick it up later."
  - i. If they argue with you or try to engage in other conversation, the answer is **"I want a lawyer."**
- e. **Scenario 3:** If ICE/Police say **ANYTHING** else or show **ANY** other document, **POLITELY** say, "I am sorry, but I cannot let you in without a judicial warrant signed by a judge, based on the 4th amendment."
  - i. If they argue with you or try to engage in other conversation, the answer is **"I want a lawyer."**



# **WHEN POLICE/ICE ARE AT THE DOOR, DO NOT OPEN THE DOOR**

**“Hello, what can I do for you?”**

## **CHURCH OR NEIGHBORHOOD OR OTHER BUSINESS (NOTHING TO DO WITH GUEST)**

- Tell guest to go into Private Residence and stay there.

**“Would you mind waiting outside until I find  
the person who called you?”**

- When you find the person:
  - Let them handle the police.
  - Ask if they’ve called the clergy.
- If you can’t find who called police and/or no one comes to the church to meet the police:
  - Call the clergy.
  - Tell the police:

**“I can’t let you in without a judicial warrant  
signed by a judge, I’m sorry.”**

The answer to anything else is:

**“I WANT A LAWYER.”**



# **WHEN POLICE/ICE ARE AT THE DOOR, DO NOT OPEN THE DOOR**

“Hello, what can I do for you?”

## **GUEST BUSINESS: “WE HAVE A WARRANT”**

- Tell guest to immediately go into Private Residence, stay there, and call their lawyer, Marti.
- Call clergy

## **“Can you please show me the warrant through this window?”**

- Take a legible photo of this document with the Host Phone and text it to Kristin (Warrants) at 801-809-8346. (*TEXT it, do not use Crew.*)
- Wait for Kristin to tell you what the document is.

**(1) It's a judicial warrant signed by a judge with the guest's name on it:**

- Clarify with the officer that you are being ordered to let them in.
- If they say, “Yes, I am ordering you to let me in,” then **let them in.**
- Clearly state “I DO NOT CONSENT TO YOUR ENTRY.”

- Start filming video.
- If asked, give only your name and date of birth. Do not show ICE/Police your ID or phone.
- The answer to anything else is: “I WANT A LAWYER.”

**(2) It's an administrative warrant for removal (ICE document):**

- Politely say: “I’m sorry, but this is an ICE administrative warrant, and I can’t let you in without a judicial warrant signed by a judge, based on the 4<sup>th</sup> amendment. Please leave this document outside, and I will pick it up later.”

**(3) It's some other document:**

- Politely say: “This is not a judicial warrant signed by a judge. I can’t let you in without a judicial warrant signed by a judge based on the 4<sup>th</sup> amendment, I’m sorry.”

**(4) They refuse to show any document:**

- Politely say: “I’m sorry, but I can’t let you in unless I see a judicial warrant signed by a judge, based on the 4<sup>th</sup> amendment.”

The answer to anything else is:

**“I WANT A LAWYER.”**

# **WHEN POLICE/ICE ARE AT THE DOOR, DO NOT OPEN THE DOOR**

“Hello, what can I do for you?”

## **GUEST BUSINESS, BUT NO WARRANT**

- Tell guest to immediately go into Private Residence, stay there, and call their lawyer, Marti.
- Call clergy

**“I can’t let you in without a judicial warrant  
signed by a judge, based on the 4<sup>th</sup>  
amendment. I’m sorry.”**

The answer to anything else is:

**“I WANT A LAWYER.”**

## FIGURING OUT A WARRANT:

(1) At the very top, if it has any of the following words, it is an ICE warrant:

- Department of Homeland Security
- Immigration and Customs Enforcement
- Immigration
- Removal
- Deportation
- Detain
- Alien

**ACTION:** Politely say: "I'm sorry, but this is an ICE administrative warrant, and I can't let you in without a judicial warrant signed by a judge, based on the 4<sup>th</sup> amendment. Please leave this document outside, and I will pick it up later."

(2) If it doesn't have any of the words in (1), but it does say "court" at the top, it's some sort of court document.

(3) If it has the words "affidavit" or "application" paired with the word "warrant", it is the paperwork PRECEDING the warrant. This is not an ACTUAL warrant. Examples:

- Affidavit for arrest warrant
- Search warrant application

**ACTION:** Politely say: "This is not a judicial warrant signed by a judge. I can't let you in without a judicial warrant signed by a judge based on the 4<sup>th</sup> amendment, I'm sorry."

(4) If it doesn't say "affidavit" or "application" and ONLY says something like the following, it is a judicial warrant:

- Warrant of arrest
- Warrant for arrest
- Arrest warrant
- Search and seizure warrant
- Search warrant
- Warrant to search

(5) Also check if this judicial warrant:

- has the guest's name on it AND
- is signed by a judge (or has the judge's seal/stamp) at the bottom

**ACTION:** Clarify with the officer that you are being ordered to let them in. If they say, "Yes, I am ordering you to let me in," then let them in. Clearly state "I DO NOT CONSENT TO YOUR ENTRY." Start filming video. If asked, give only your name and date of birth. Do not show ICE/Police your ID or phone. The answer to anything else is: "I WANT A LAWYER."





# Info about Becoming a Volunteer and about CREW Scheduling Software

## First Unitarian Church of SLC

### Overview of the Expectations (the job description) for being a Volunteer

- Core Principle: the family/guest first and always
  - Respect privacy, autonomy, needs, and preferences of the family/guest
  - Be a gracious and helpful host
  - Use your voice or silence as directed.
- Scheduling
  - Schedule shifts that work for your schedule. ONLY choose shifts that you are sure you can fill.
  - Show up for your shift.
  - Be on time.
  - Missing a shift without taking appropriate measures is not an option.
- Safety
  - Communicate anomalies (e.g., issues related to: building, scheduling, security, visitor, etc.) to the Steering Committee, clergy, and/or church staff (as identified in the Basic Instructions).
  - Make sure all outside doors are locked after staff leave (beginning of Evening Shift) and at the beginning of the Overnight Shift (9PM).
  - Follow designated protocols (as identified in the Basic Instructions): ICE, Police, Fire, Unknown Person in Building, Medical Emergencies, Media, etc.

### How does one become a Volunteer?

- You must be 18 years of age or older.
- Provide initial information: name, phone number, email address via <http://tinyurl.com/Volunteer4SLCSanctuary>.
- Accept CREW software invitation, download, and install CREW on your cell phone or access it via the web. Low tech options are available upon arrangement with the scheduling coordinator.
- Fill out the SLC Sanctuary-Solidarity Network SIGN UP Form: <https://qoo.gl/forms/QtJfDQ26ZuZy85z1>
- Pass background check (\$6.00 each)
  - Check made payable to: First Unitarian Church of SLC; NOTE: Sanctuary Background Check
  - Drop check or cash (with a note)
    - at the SANCTUARY VOLUNTEERS table in Eliot Hall on Sunday, or
    - in the church office
  - You will receive an email from Trusted Employees, the company that manages background checks for First Unitarian; use the link to provide information for the background check. You will be notified when it is complete and how to obtain a free copy. This information will also be provided to the church.
- Read all training documents in TEAM FILES in Crew and AS SOON AS POSSIBLE attend trainings which are offered on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of each month.
- Sign up for and work shifts.

### Scheduling and Communication Methods: CREW App or Website or via phone/email with a Human

- CREW App
  - Accept the invitation sent (via TEXT to your CELL PHONE) to download and install the CREW App
  - Turning on Host Location – Allow the Crew app to use your phone's GPS/location services/reporting/history when you first install and set up the app.
  - Make sure the organization that you are signing up for is called: SLC Sanctuary
- CREW Website
  - go to <https://crewapp.com/app/login>
  - enter cell phone number
  - request a pin
  - CREW sends pin to your cell phone as a text
  - type in the pin

- type in position (Host, Volunteer)
- hit submit
- Human – call or email anyone on the Steering Committee or the Scheduling/Crew Coordinator: Sven Haynes, sven.haynes@gmail.com, 404-502-4247
- Using Crew
  - Click on Calendar and notice: Team, Personal, and Coverage schedules.
    - Coverage = the shifts that are not yet assigned – we NEED coverage for these shifts. Choose the shifts that you are sure that you can do.
    - Personal = the shifts you have requested and/or have been assigned as well as shifts needing coverage
    - Team = full schedule - all shifts (covered yet or not) – all volunteers (not just your shifts)
- Shifts
  - First Watch: 8AM – 12:00PM
  - Second Watch: 12:00PM – 5:00PM
  - Third Watch: 5:00PM – 9:00PM
  - Night Watch: 9:00PM – 8:00AM
- Shift Etiquette
  - Request the shifts that work with your schedule. Check them against your calendar.
  - ONLY choose shifts that you can fill.
  - Add the shifts you choose to your calendar.
  - Be there a little early (15 minutes) for the “hand-off”.
- Missed Shift/Sick/Can’t Get There!!
  - Show up for your shift or swap it with someone else either via the tool or by notifying the scheduling coordinator. Be proactive and find someone to take your place.
  - If the next volunteer does not show up on time or does not show up at all, put out a call for help via CREW or to the scheduling coordinator. IF your co-host is able to stay longer or if one of the next hosts arrives, it is OK to move forward with just one volunteer for a short time while a substitute is sought.
  - PLEASE don’t do this to anyone – make sure you can work your scheduled shift or find a substitute well before your shift begins.
- For additional information/training/assistance with:
  - How to Use Crew: <https://sway.com/xhFJzKkwczwxoU90?ref=Link&loc=play>
  - Scheduling via a HUMAN interface, contact the Scheduling Coordinator: Sven Haynes, sven.haynes@gmail.com, 404-502-4247

### **What should I bring with me for my HOST SHIFT?**

- Depending on which shift you may be working, here are some items to consider carrying with you to be sure you are taking care of yourself as you do this work.
- A back pack that will hold the following items, plus:
 

<ul style="list-style-type: none"> <li>○ Additional warm clothing</li> <li>○ Blankets or sleeping bag and pillow</li> <li>○ Books</li> <li>○ Brush/comb</li> <li>○ Cot if you don’t want to sleep on the couch</li> <li>○ Drawing pad</li> <li>○ Headphones</li> <li>○ House shoes</li> <li>○ Kleenex</li> <li>○ Laptop, iPad and/or iPhone/smart phone &amp; chargers</li> </ul>	<ul style="list-style-type: none"> <li>○ Lotions</li> <li>○ Medications</li> <li>○ Notebook</li> <li>○ Pajamas</li> <li>○ Pens/pencils</li> <li>○ Portable reading lamp</li> <li>○ Reading glasses</li> <li>○ Food for Meals or Snacks depending on shift</li> <li>○ Toothbrush, floss, and toothpaste</li> <li>○ Water bottle</li> </ul>
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NOTE these are just suggestions. Do not feel obligated to include these items.



## HandOff, Doors, and Typical Church Schedule Information

### Regular Staff Schedule (times are approximate)

7:00 am - 4:00 pm	Hal, Church Administrator, arrives & opens then re-locks door
8:00 am - 4:30 pm	Sanctuary Volunteer at North Double Doors
8:15 am - 3:15 pm	Sanctuary Volunteer at CCNS Door
8:15 am - 3:00 pm	Amanda, RE Assistant Director, arrives & opens then re-locks door
12:30 pm - 1:15 pm	Cabinet meeting (TUESDAYS) Room 208
1:15 pm - 2:15 pm	Staff Meeting (TUESDAYS) The Parlor
Appointments	Clergy (Rev. Tom Goldsmith & Rev. Monica Dobbins), based on appointments, arrives & opens then re-locks door
Daytime (varied)	Layne, Sexton/Building, arrives & opens then re-locks door
Evenings	Ziyad, Custodian (video doorbell at North door, opens then re-locks door) David, Choir Director (video doorbell at North door, opens then re-locks door)

**Best Practice:** Verify today's schedule by going to: <https://slcuu.org/programs/church-calendar> and make sure there are no changes. Events get added all the time! The church is a VERY busy place. Bookmark this link if you haven't already.

### Regular Volunteer Roles for Weekdays (when nothing special is scheduled) – Mon-Thurs and Fri mornings

7:45AM Shift change – hand-off

- Arrive for your shift 15 minutes before your shift starts
- Swap parking passes – if needed – place parking pass on your rearview mirror if you are parked in a spot in the Friendship Manor Parking Lot that is NOT signed as First Unitarian/CCNS Parking – those spots are on the west fence overlooking the playground
- Give purple bag & binder with keys, parking passes, OnSite Phone & charger to new shift
- Show them how to use the OnSite Phone and Video Doorbell to keep track of who is at the North Door
- Make sure new hosts are in HOSTS ON SITE group in Crew, if not, assist them in getting into that group – network connectivity issues can cause problems with someone showing up
- Verify today's schedule by going to: <https://slcuu.org/programs/church-calendar> Bookmark it!
- Determine whether or not hosts have worked this shift or any shift before – if not, walk them through the binder and ask them to read the material in the binder – noting that we are constantly updating that material.
- If there is a special event on the next shift, refer the hosts to the Special Events guidelines.
- If neither of the hosts know the building, provide a quick building walk-thru.
- Reminder hosts to clean up after themselves

8:00AM

**Posts:** One volunteer at CCNS door, one volunteer staffing North Door

**North Door Volunteer:** Typical weekday staffing is: 8:00AM-4:30PM and when groups are entering and leaving the building. Volunteer may sit in the hallway or at the desk in the Admin Assistant's office, IF no one is scheduled to assist her from that desk that day. Please REFRAIN from engaging in long conversations with church staff, they have other work that must be completed during this time. Role is to **monitor the North Door**. Some things to keep in mind:

- The north entrance doors should be locked. Verify this.
- **Do not automatically open the door.** Talk with people through the door. Find out who they are first. "Hi ... how may I help you?" Get the person whom they are asking for. Let that person verify that the person at the door is OK.
- Media is supposed to be scheduling appointments with our guest or clergy. **Media is NOT to be entering through the North entrance or the CCNS entrance.** Direct Media to the Eliot Hall Doors. [The intention is to keep Media from being tempted to photograph or film the children.]
- **Donations:** Monetary donations are encouraged and preferred and can be made via the church's website: [slcuu.org](https://slcuu.org). In-kind donations are not being accepted UNLESS they are something that Vicky has specifically requested and you have been notified of that.



8:15 AM

**CCNS Door Volunteer Role:** *This responsibility goes from 8:15AM-3:15PM, CCNS has both morning and afternoon sessions (arrival is repeated again, as are departure and recess). This door is to be staffed by a volunteer for the whole time. Amanda or Cathleen are able to give quick restroom breaks.*

- DO NOT leave the CCNS door unattended.
- **Introduce yourself** to the CCNS Director, Cathleen, and/or to the CCNS Assistant Director, Cathleen (with the purple hair) – whomever is there at the door. Yes, both Cathleen. They are stationed at the desk at the CCNS entrance doing their usual work. NOTE that Amanda is often there at this time as well. Her office is right there at the CCNS door.
- Please **REFRAIN** from engaging in long conversations with CCNS staff, they have other work that must be completed during this time.
- Verify that the door is locked.
- **PROACTIVELY** open and pull shut the CCNS Entrance door as parents enter the building with their children.
- Smile and greet them with a cordial “good morning”.
- **MAKE A PLAN** with the North Door Host re: when you would like to trade places. The North Door host will need to leave the North Door with the **ON SITE PHONE** in hand, meet you at the CCNS door, and take your place at the CCNS door. Then you return to the North Door with the **ON SITE PHONE**.
- Be vigilant: **no media should be coming to these doors**, they should enter via Eliot Hall. Hal has hung signs that direct media to the Eliot Hall doors. There are extra signs in the binders, if signs are missing on a day when you expect Media. **Media is by appointment only, not drop-in.**

3:15 PM

The **CCNS door monitoring** role lasts until the last parent leaves the building. That should happen by 3:00-3:15PM. Parents and children may mingle on the playground after that time, but not in the building.

### **Sunday Mornings**

On Sunday mornings the North doors and Chapel doors need to be opened no later than 8am. Once both sets of doors are opened, one host needs to be at the North doors and one host needs to be in Eliot hall, to watch for people and to make sure no one goes upstairs. Once the ushers arrive (usually around 8:45am) and are able to watch the Chapel doors and Eliot Hall, the host that was in Eliot Hall can move upstairs to sit outside of the guest’s room. We do this because Sundays are so busy and monitoring the flow of people through the church after 9am is difficult. We want to make sure that someone is close to the guest, in case they need anything and to make sure they are not disturbed. This strategy is referred to as “going tight” and is sometimes used for other events where monitoring flow of people is just not possible.

### **Recurring Events in Eliot Hall** (e.g., Folk and Contra Dances, Coffee House, Educational Programs)

All participants **enter and exit** via the North Door which is staffed. Lock door between main kitchen and the RE Building (AA1 key) and lock the door between Eliot Hall and the RE Building with the bike lock. Close the white solid door to the old Eliot Hall entrance (entrance with the steep staircase). If Eliot Hall gets too hot for the group, they may open the window in Eliot Hall to cool the room down. One host remains in Eliot Hall to monitor the doors; the other host staffs the North Door throughout the event.

### **Groups**

All groups are expected to use the North doors and follow church security protocols.

- **CHURCH** groups are church committees, programs, and discussion groups.
- **PARTNERS** are groups that partner with the church, they may include church members, friends, and non-members.
- **RENTALS** are community groups that rent space in the church’s building. They may include people who do not agree with our Sanctuary ministry. That said, the coordinators of these groups have indicated total support and cooperation from their groups in following our security protocols. Please greet them at the North Door. They should be able to tell you which group they are with when you ask them through closed door. Group coordinators are:
  - Bob – for all the AA groups. Here is Bob’s photo →
  - Karen Bradakis - for the Folk Dance Group



- o Rob Snow - for the Contra Dance Group
- o Guy Barton - for the Coffee Houses

**REGULAR EVENTS** - this information changes - ALWAYS VERIFY against website - <https://slcuu.org/programs/church-calendar/>. Bookmark this link if you haven't already done so.

### **Mondays**

5:30 pm - 7:45 pm	Board of Trustees meeting (2 <sup>nd</sup> MONDAY)	201	Church
6:00 pm - 7:30 pm	RE Family Fun Night (1 <sup>st</sup> MONDAY)	Eliot Hall	Church
6:00 pm - 9:00 pm	Open Minds Book Group (3 <sup>rd</sup> MONDAY)	Haven	Church
7:00 pm - 8:00 pm	Rental: Women's AA Group (MONDAY)	Parlor	Rental
7:00 pm - 9:00 pm	Lee Shuster - Chapel (1 <sup>st</sup> MONDAY)	Chapel	Church
7:00 pm - 9:00 pm	CCNS Board Meeting (3 <sup>rd</sup> MONDAY)	Parlor	Rental

### **Tuesdays**

12:30 pm - 1:15 pm	Cabinet meeting (TUESDAY)	208	Church
1:15 pm - 2:15 pm	Staff Meeting (TUESDAY)	Parlor	Church
5:00 pm - 6:00 pm	Endowment Committee (2nd TUESDAY)	201	Church
5:30 pm - 7:00 pm	Meditation Group (2nd TUESDAY)	Parlor	Church
5:30 pm - 8:30 pm	Women's Sacred Circle (2nd TUESDAY)	Haven	Church

### **Wednesdays**

1:00 pm - 3:00 pm	SGM - Lynda Garlick (3 <sup>rd</sup> WEDNESDAY)	Haven	Church
7:00 pm - 9:00 pm	CCNS Board Meeting (3 <sup>rd</sup> & 4 <sup>th</sup> WEDNESDAY)	208	Partner
7:30 pm - 9:30 pm	Choir Rehearsal (chapel) (WEDNESDAY)	Chapel	Church
7:30 pm - 9:30 pm	Young Adults Room (2nd WEDNESDAY)	Haven	Church

### **Thursdays**

7:00 pm - 9:00 pm	Courtney Smith/Lee Shuster (3 <sup>rd</sup> THURSDAY)	Eliot Hall	Partner
7:00 pm - 9:30 pm	Humanists of Utah (2 <sup>nd</sup> THURSDAY)	Eliot Hall	Partner
7:30 pm - 9:00 pm	Young Adult Group (1st THURSDAY)	Haven	Church
7:30 pm - 10:30 pm	Humanist Board Meeting (3rd THURSDAY)	201	Partner

### **Fridays**

7:00 am - 8:00 am	Rental: Wasatch Hollow AA Group (FRIDAY)	Little Chapel	Rental
10:00 am - 11:30 am	RE Playdates (Every Other FRIDAY)	Eliot Hall	Church
2:00 pm - 3:30 pm	RE Playdates (Every Other FRIDAY)	Eliot Hall	Church
6:00 pm - 10:30 pm	Rental: Coffee House (2 <sup>nd</sup> & 4 <sup>th</sup> FRIDAY)	Eliot Hall	Rental
6:00 pm - 10:00 pm	Environmental Ministry Program (3 <sup>rd</sup> FRIDAY)	Eliot Hall	Church

### **Saturdays**

6:00 pm - 11:30 pm	Rental: Folk Dance (1 <sup>st</sup> SATURDAY)	Eliot Hall	Rental
6:00 pm - 11:30 pm	Rental: Contra Dance (3 <sup>rd</sup> SATURDAY)	Eliot Hall	Rental

### **Sundays**

9:00 am - 10:00 am	Sunday Service 9 am (SUNDAY)	Chapel	Church
10:10 am - 10:45 am	Mindfulness Meditation (SUNDAY)	Parlor	Church
11:00 am - 12:00 pm	Sunday Service 11 am (SUNDAY)	Chapel	Church
12:20 pm - 1:30 pm	Social Justice Council Meeting (3 <sup>rd</sup> SUNDAY)	Parlor	Church
12:45 pm - 3:00 pm	Environmental Ministry Meeting (1 <sup>st</sup> SUNDAY)	208	Church
6:00 pm - 7:00 pm	Rental: AA - Big Book Study (SUNDAY)	201	Rental





## After Hours Building Security Guidelines

These are basic building security guidelines for Special Events such as Memorial Services, Weddings and other public events as well as regular meetings and programs hosted at the church. The most important guiding principle is securing the perimeter and controlling the flow of people in the building.

### Door Protocol

1) The calendar currently shows regular scheduled meeting such as AA, Choir Practice, and Sanctuary committee meeting. For these regularly scheduled small meeting all doors will remain locked and the entrance will be only through the North Doors and one of hosts on duty will be posted at the door from 15 mins before the start and 15 min after the start. At other times the meeting participants are expected to use the video doorbell.

2) Special Events and programs are defined as a) Open to the public events, b) Attendance in excess of 30 people, c) or request for any of the doors to be unlocked during the event. For any special event it is critical that the nature of access to the building be clearly identified: **How will the visitors enter the building?** The default entrance to the building is through the main north doors. In case of special events that use the Main Chapel sometimes it will be necessary to unlock the Main Chapel doors. As a rule, all unlocked doors need to have door usher posted who will be responsible for screening and admitting visitors through the unlocked doors. For open to the public events it is recommended that Ushers be posted outside the entry doors to screen people entering the Church. This can be one of the volunteer on duty or a designated member of the guest party. **Doors are never to be propped open under any circumstances.**

3) The church administrator will notify the sanctuary security coordinator as soon as new special events are scheduled. The primary area of the building to be used and if any additional doors need to be unlocked will be identified at time of scheduling the event. For the special events that require multiple entrances additional door watch shifts will be scheduled.

4) Most special events will use either Eliot Hall or the Main Chapel. It is not expected that any special event will use the second floor of the church. During these special events flow of persons to the upstairs and the classrooms will be controlled. It is recommended that the door from Eliot Hall to the stair well be locked and secured. The Usher responsible for the north main entrance door control the stairways next to the kitchen.

### Suspicious persons/activities response

In case you notice suspicious persons/activities elsewhere in the building or grounds, it should be dealt with in an assertive manner. Engage quickly to determine if a security response is necessary. **If possible two trusted individuals are better than one for this.** Do not react in a hostile, humiliating or excessively fearful way. Be professional and polite as questions posed to a disruptive or agitated individual can

either increase or decrease the chances that the individual will calm down. Good, non-threatening questions that result in a response other than 'yes' or 'no' may provide tactical information about the individual(s) emotional or mental state.

Examples include:

- 1) "How may I help you?" (Notice the How and not Can!)
- 2) "May I help you find who you are looking for?"
- 3) "Excuse me, can I talk with you for a moment?" not "Hey you, come here!"
- 4) "Let me see if I understand what you are saying." not "Calm down! Be more reasonable." "What's the matter, how may I help?" not "What's your problem?"
- 5) "I'm sorry, I'm not sure how I can help you." not "So?"

All such incidents will be documented using the incident report form found in the folder.

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## UPSTANDERS' RESOURCES: CALLING IN PROBLEMATIC BEHAVIOR

Speak Up: Responding to Everyday Bigotry (also available as PDF)

<https://www.splcenter.org/20150125/speak-responding-everyday-bigotry>

Who, if not you? How you can intervene when witnessing racist assaults

<http://www.unitedagainstracism.org/archive/pages/info30.htm>

Basebuilding Call Notes: Calling People In – Deeper Skills

[http://www.showingupforracialjustice.org/basebuilding\\_call\\_notes\\_calling\\_people\\_in\\_deeper\\_skills](http://www.showingupforracialjustice.org/basebuilding_call_notes_calling_people_in_deeper_skills)

Teaching Tolerance: Immigration

<https://www.tolerance.org/topics/immigration>

New to talking about immigration? Here are 5 truths you should know

<https://defineamerican.com/blog/new-to-talking-about-immigration-here-are-5-truths-you-should-know/>

Six ways to change how you talk about immigration

<https://www.afsc.org/blogs/media-uncovered/six-ways-to-change-how-you-talk-about-immigration>

3 ways you can change the conversation about immigration on Facebook

<https://www.afsc.org/blogs/media-uncovered/3-ways-change-conversation-immigration-facebook>

Quick Tips for Talking Immigration Issues

<https://opportunityagenda.org/explore/resources-publications/quick-tips-talking-immigration-issues>

The Opportunity Agenda: Resources and Publications

<https://opportunityagenda.org/explore/resources-publications>

White Fragility: Why It's So Hard to Talk to White People About Racism

<https://goodmenproject.com/featured-content/white-fragility-why-its-so-hard-to-talk-to-white-people-about-racism-twlm/>

6 Things White People Can Do To Reach Friends and Family Members to End Racism

<https://everydayfeminism.com/2017/08/friends-and-family-end-racism/>

How to intervene in a racist attack

<https://qz.com/719779/how-to-intervene-in-a-racist-attack/>

