

The Unitarian Universalist Church of the Lehigh Valley

The UUCLV User's Guide



2016-2017 Program Year

The Unitarian Universalist Church of the Lehigh Valley
A Member of the Unitarian Universalist Association of Congregations
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Bethlehem, PA 18018

Phone: 610-866-7652

Email: uuclv@uuclvpa.org

Web: www.uuclvpa.org

UUCLV User's Guide 2016/17

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Our Core Values

*The UUCLV is a compassionate community
nurturing personal growth and working for justice.*

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 — but we try. New things are coming up all the time, so keep your eyes open and check the website (www.uuclvpa.org), newsletter (The UU-Link) and the eNews 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 and in accordance with the Bylaws of the church. The Bylaws may be viewed at or downloaded from: www.uuclvpa.org/document_library/current-bylaws.pdf

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. Information about the members of the Board may be found 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 among committees, sub-committees, and groups of the Church.

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 (except for the chairs of the Personnel and Nominating committees and the Committee on Ministry) are nominated by the Nominating Committee and elected by the Congregation at the annual meeting.

The 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

The Minister - Rev. Don Garrett - 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.

Email: minister@uuclvpa.org, phone: 610-866-7652

Church Administrator - Kate Scuffle - The Church Administrator manages the church office, creates most publications, and serves as the communication center for the Congregation, coordinating all scheduling of Church activities, room reservations, room and event rentals. To ensure smooth operations, every plan and project should begin with contacting the Administrator to determine space availability and scheduling information, and to prevent scheduling conflicts.

Email: uuclv@uuclvpa.org, phone: 610-866-7652

Sexton - Jansen Wendell

The Sexton is responsible for building maintenance, long-term tenants, setup for short-term rentals, and supervision of the cleaning staff.

Email: sexton@uuclvpa.org, phone: 610-866-7652

Director of Lifespan Religious Education (DLRE) - Jansen Wendell. The LEC collaborates with the Religious Education Committee and the Minister to develop religious education programs for children, youth and adults. The LEC ensures that volunteer teacher and advisors are recruited, trained and supported, as well as maintains compliance with safe Congregation practices.

Email: lec@uuclvpa.org, phone: 610-866-7652

Music Director - Larry Lipkis

The Music Director provides music for Sunday services in coordination with the Music Committee. The Director also leads the Beacon Choir.

Email: musicdirector@uuclvpa.org, phone: 610-861-1656

Cleaning – Mary Tunstall

This position is responsible for maintaining the cleanliness of the church facilities.

Email: sparkle@uuclvpa.org, phone 610-866-7652

Affiliated Community Minister - Rev. Robin Capoor

Email: robincapoor@msn.com ; phone: 973-632-3211

2016-2017 Board of Trustees

President	Bob Kriebel	board@uuclvpa.org
Past President	Ellen Bell	*
Vice President – Program Council Chair	Cease Blocker	*
Minister (non-voting)	Rev. Don Garrett	*
Clerk	Cheryl Ann Lombardi	*
At-Large	Sharon Beckhard	*
	Barbara Diamant	*
"	Diana Lormand	*
"	Tom Zimmerman	*
"	Ilse Stoll	*
"	vacant	*

* Personal email addresses and phone numbers are available in the Church directory or the Church office.

Treasurer	Jan Phillips	*
Assistant Treasurer	Don Davis	*

2016-17 Financial

Committee	Chair	eMail
Adult RE	Frank Stone	adultre@uucvpa.org
Book Discussion	Pat Herring, Kathy Stagl	bookdiscussion@uucvpa.org
Breakfast Forum	Frank Stone	forum@uucvpa.org
Building Use	Pat Herring	buildinguse@uucvpa.org
Capital Projects	Bernie Bujnowski	Bj1bj@verizon.net
Church Family	Kathy Stagl, Sue Phillips	churchfamily@uucvpa.org
Communications	Jane Benning	communications@uucvpa.org
Concert Series	Ilse Stoll	concertseries@uucvpa.org
Denominational Affairs	Chris Davis, Tom Repasch	denomaffairs@uucvpa.org
Emergency Sheltering	Ann Gastinger, Linda Hanna	???
Finance	Allen Zinnes	finance@uucvpa.org
Green Committee	Ilse Stoll	green@uucvpa.org
HAVEN	Pete Pellegrino, Ilse Stoll	havenyouthgroup@hotmail.com
Heritage Society	Cease Blocker	heritage@uucvpa.org
Hospitality	Kerri Finkle	hospitality@uucvpa.org
Lay Listening	Rev. Robin Capoor	
Long Range Planning	Cecelia Collura-Eberhart	lrp@uucvpa.org
Membership	Cari Poole	membership@uucvpa.org
Men's Group	Frank Claps	men@uucvpa.org
Ministry	Janice Lovegrove, Sarah Johnson	ministry@uucvpa.org
Music	Janice Galassi	music@uucvpa.org
Nominating	Tom Repasch	nominating@uucvpa.org
Personnel	Jean Davis	personnel@uucvpa.org
Property	Pat Herring	property@uucvpa.org
Service Auction	Dora Davenport	auction@uucvpa.org
Social Action	Gene Hunter, Cari Poole	sac@uucvpa.org
Stewardship	Dorothy Cockrell	stewardship@uucvpa.org
Worship	Sarah Carlson	worship@uucvpa.org
Youth RE	Laura Elmore, Jeannine Burd	re@uucvpa.org

Committees/Activities with Chairs & Email

The Worship Connection

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.

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.

Town Hall Meetings

Normally, on the fourth Sunday of the month, a Town Hall Meeting is held in the Community Room during 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.

Sunday Morning Hospitality

Greeters

Every Sunday, two “Greeters” will be stationed at the Center Street door, and two at the Wall Street door, greeting one and all with a smile, a greeting, and a welcome. You can be one of them. The job entails

your inviting visitors to fill out a name tag, and answering any questions that may come up prior to the service.

Ushers – Greet people at the sanctuary doors and hand out the Order of Service (OOS). Ushers are responsible for passing the collection baskets during the service, collecting offering money. Funds support the congregation and its activities, as well as community organizations. Ushers count the money and “the house (how many are in attendance)” and secure the money for the Treasurer or Assistant to deposit.

Flowers at the Altar

To celebrate the “interdependent web of life” and honor the wonders of nature, we often feature floral displays on the altar. Anyone can assemble a flower offering. The diversity of our taste and skill levels is often reflected in the nature of our floral offerings.

If you would like to dedicate flowers on any given Sunday, contact Sundayflowers@uuclvpa.org and we will honor your request.

Coffee Hour Snacks

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. A variety of snacks is nice. Several people can bring snacks, or one person can choose to bring a variety. Our Sunday Hospitality Team Facilitators will ask you to donate snacks during the months assigned to your team. Please say “yes, I will,” when asked via VolunteerSpot to help out in this way. You will be appreciated.

“Potluck” Lunches

September – East
October – West
November – South
December – Central
January – North
February – East

March – West
April – South
May – Central
June – North
July – East
August – West

Questions? Contact hospitality@uuclvpa.org.

On Sundays when New Members join, we hold celebratory shared meals, which we refer to as “potluck” meals. Everyone brings a dish to share. This year they will be:

October 23, 2016 / February 26, 2016 / May 7, 2017.

We ask that folks sit at tables color coded by Hospitality Team colors, so you can get to know your new neighbors.

New and Long Term Member Celebration Potluck Lunch

This annual event welcomes new members to our Church and celebrates our Church community. New and long term members are introduced, providing an opportunity to make new friends while sharing a potluck meal. Bring something edible to share: anything you enjoy eating or drinking (non alcoholic, please) whether you make it yourself or buy it at any grocery store, deli, or restaurant.

Sunday Morning Hospitality Teams

Making people feel welcome and at home on a Sunday morning, whether they are visiting for the first time or are long time members, is up to the members of the Sunday Hospitality Teams. We have assigned each member and friend of the Congregation to a Sunday Hospitality Team, based on zip codes.

There are five geographical **Sunday Hospitality Teams:**

Central, North, East, West, and South. Each area is headed by volunteer facilitators. Check this list of areas, color assigned to each, and names and contact e mail addresses for facilitators, to discover which is your Sunday Hospitality Group: Look for your zip code, below:

Central (Yellow):

Jean Davis, Cecilia Collura-Eberhardt & Sarah Johnson, Facilitators
hospitality_central@uuclvpa.org, zip codes 18015, 18018

North (Blue):

Cheryl Ann Lombardi, Dora Davenport, Facilitators
hospitality_north@uuclvpa.org, zip codes 18017, 18031, 18032, 18051, 18052, 18059, 18067, 18078, 18080

East (Green):

Margo Dixon, Facilitator, hospitality_east@uuclvpa.org, zip codes 07016, 08848, 08865, 18013, 18020, 18040, 18042, 18045, 18064

West (Red):

Sarah Carlson, Facilitator, hospitality_west@uuclvpa.org, zip codes 18011, 18053, 18078, 18102, 18103, 18104, 18105, 18106, 18109

South (Orange):

Anthony Gazillo, Ann Peaslee, Facilitators,
hospitality_south@uuclvpa.org, zip codes 18034, 18036, 18041, 18049, 18055, 18062, 18073, 18077, 18081, 18955

Each group is assigned a month to serve the Sunday hospitality needs of the Congregation. This years' assignments are:

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 hymnbooks, "Singing the Living Tradition" and "Singing the Journey." 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 a dozen services each year. If you are interested in participating, contact the music director, Larry Lipkis, at musicdirector@uuclvpa.org.

Family Choir

Led by the Director of Lifespan Religious Education, 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. Rehearsals: some Sunday mornings. Interested? Contact Jansen Wendell at lec@uucvpva.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@uucvpva.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@uucvpva.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. For more information: concertseries@uucvpva.org or 610-866-7652.

The dates for the 2016-17 Season are:

October 19, 2016:	From Vienna To Paris
November 13, 2016:	The Aletheia Trio Returns
February 12, 2017:	An American Celebration
March 12, 2017:	Jazz at the UUCLV
April 9, 2017:	Calm and Civil Unrest

Lifespan Religious Education

Programs for Adult Enrichment

Book Discussion Group

This group meets monthly after the service. See ENews or The UU-Link for more information regarding the book of the month, date and times of meeting, or contact Pat Herring at bookdiscussion@uucvpva.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. If you are interested in leading a discussion, please contact forum@uuclvpa.org to get on the schedule.

Lay Listening Committee

Embodies the spirit of our compassionate community through one-to-one empathic listening to those members who are in special need. As trained lay listeners, we work collaboratively with our minister and Church Family Committee to enrich the lives of our members.

Fourth Friday Films

The Social Action Committee presents a monthly film and discussion focusing on social, economic, environmental, or immigration justice on the 4th Friday of each month at 7:15pm in the Community Room. Open to the public. For more information: <http://movienight.uuclvpa.org>. To help select movies, contact movies@uuclvpa.org.

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.

Mindfulness Practice Group

Tuesday evenings at 7pm in the Community Room.

With the help of conscious breathing we are able to touch and be nourished by the peace and joy that are available within and around us, in the here and now. Beginners are always welcome.

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@uucvpa.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.

Spirit of Life Discussion Group:

New dates - Sunday mornings starting on September 18 at 8:45 in the RE library (through room 208). Child care will be available in room 208.

Spirit of Life is a 9-session adult faith development workshop co-led by Reverend Robin Capoor and DLRE Jansen Wendell. It is based on the song of the same name that we sing every Sunday after we share our joys and concerns. During each session, participants examine a phrase of the song. Session 1, Spirit of Life, introduces the group to each other and explores what our spiritual practices are. Workshop 2, Sing in My heart, is about celebrations and rituals. Workshop 3, The Stirrings of Compassion, is about Caring for One Another, and so on as we work our way through the phrases of the song.

Youth Religious Education

Youth Religious Education classes start on September 18, 2016. For program details, 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.uucvpa.org and click on the Religious Education tab. Curriculum topics include:

Nursery	Loving Care and Supervision
Pre-K-Kindergarten	Holidays and Holy Days
1st-4th Grades	Spirit Play
5th-6th Grades	Amazing Grace
7th -8th Grades	Our Whole Lives
9th-12th Grades	Youth Group

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.

Curriculum for Children and Youth 2016 - 2017:

PRE K – 1ST GRADE (Room 210) *Holidays and Holy Days*

Holidays & Holy Days teaches children about the origins and meanings of holiday and holy day celebrations. The author states, “Holidays are the natural, age-old vehicle of religious socialization. Their festivities tell a story which children absorb with delight, through experiences far more than through words. Decorations, colors, costumes, dances, lights, songs, foods, festivity, gifts, excitement, pageantry, solemnity, ceremony, and ritual: it is of these that tradition is woven, that memories, beliefs, values, fears, hopes and reverence are transmitted. A holiday is not something to talk about . . . it’s something to DO.”

2ND – 4TH GRADE (Room 212) *Spirit Play*

based on the Montessori method of education, *Spirit Play* establishes a

sacred space that children are invited into to sit with a storyteller who, using high-quality materials and simple narratives, tells a story to illustrate the lesson. Children are then invited to respond to the story using drawing, painting or collage, clay or by working with the story elements, or by working with things like a miniature rock garden. Within a highly structured classroom, children are given freedom to make their own choices regarding their response to the story. Children are asked to clean up after themselves and work together to maintain an orderly classroom. Snack time is an opportunity to be in community with their classmates.

5TH 6 –TH GRADE (Room 308) *Amazing Grace*

Amazing Grace intends to help sixth graders understand right and wrong and act on their new understanding. Its purpose is to equip them for moving safely and productively through the middle- and high school years, when they will be continually tugged toward both ends of the ethics continuum. Through their involvement in Amazing Grace, youth will come to recognize and depend on their Unitarian Universalist identity and resources as essential to their movement toward understanding, independence, and fulfillment of personal promise.

The curriculum uses stories, activities, discussion, and more to help youth address such questions as: Why do bad things happen? What is the role of God, gods, and goddesses? Who am I? Is "you decide for yourself" really the ultimate UU answer to these questions?

7TH – 8TH GRADE (Room 304) *Our Whole Lives (OWL)*

This is a comprehensive, developmentally appropriate, faith-based sexuality education program. It provides factually correct, nonjudgmental information about anatomy, sexuality and disease prevention. It addresses attitudes, values and emotions that youth and other people have about themselves and the world. Graduates of OWL generally have greater self-esteem and are better equipped to make sensible decisions around dating and relationships.

SR. HIGH SCHOOL (Room 306) *Youth Group*

This youth-led program encourages an exploration of personal freedoms and responsibilities in addition to asking the questions regarding limitations of these freedoms. Under discussion will be the question of definition, personalization and challenges within our society today. The

youth take initiative in determining the discussion topics, social action projects and social events they want to participate in. In the spring, the youth present a worship service to the congregation.

Child Protective Laws:

UUCLV is committed to providing a safe, nurturing environment for our children and youth. In addition to complying with PA state laws regarding the screening and training of volunteers, UUCLV has produced the Safe Congregation Guidelines. There are several steps involved in obtaining clearance to work with children and youth. A summary of the requirements and guidelines is available in both lobbies, the RE wing and by request. The full document is also available by request.

Intergenerational Social Events

Service Auction

The annual service auction is our top fundraiser. Members and friends donate goods and services, which are bid on by those in attendance. It is a themed family event that includes a potluck dinner, theme basket raffle, and live entertainment. 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 help your Congregation. Many service auction items create opportunities to meet new friends and get to know old friends even better. For details: auction@uucvpa.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 & Games Night, a Cinco de Mayo Party, and a Church Picnic. All are invited to bring a dish to share for a potluck.

Spaghetti Dinner and Games Night

At this annual event the men of the Congregation showcase their culinary skills in preparing and serving all kinds of pasta sauces. The night is shared with the Religious Education Committee, which sponsors a multi-generational games night. Contact men@uucvpa.org to volunteer to help or enter your sauce into the competition

Getting Involved with Committees

(Complete Contact List is on page 5)

Bethlehem Emergency Sheltering

Bethlehem Emergency Sheltering Committee (BES) is part of a faith-based partnership providing a network of care and hospitality for homeless in the community through emergency sheltering. It endeavors to:

- Be effective caregivers to those served by providing compassionate and innovative assistance.
- Raise awareness of the realities of homelessness and to inspire the greater community to action.

This mission is accomplished every Wednesday night at the UUCLV, December through March, by providing shelter and meals.

Church Family

When someone in the Church has a personal crisis, 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.

Building Use

Building Use (BUC) is a sub-committee of the Finance Committee. BUC advises the Finance Committee on rental rates, requirements that renters must meet, and proposes standard rental agreement forms. Contact us at buildinguse@uuclvpa.org.

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; in 2017 the GA will be held in New Orleans, LA. Member congregations send delegates who set policy for the UUA. Our Denominational Affairs representatives help coordinate delegates for this exciting event, as well as with regional events and meetings within our own Central East Region (CER). 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

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.

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 as 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, contact 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 information on programs for children, youth or adults, contact lec@uuclvpa.org. For information specifically about adult programming, contact adultre@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@uucvpa.org to help.

Membership

Membership is responsible for attracting and integrating new members into our Congregation, welcoming all who come through our doors. They staff the information table in coffee hour, conduct orientations for visitors, and assist new members with finding their niche in the Congregation. Interested in planning parties and having fun? Check it out! Contact membership@uucvpa.org

Ministry

The Committee on Ministry serves the Congregation by encouraging direct and constructive communication among members, lay leaders, committees, the Board, the Minister, and church staff. Its primary function is to elevate the effectiveness of the Congregation's ministries in fulfillment of and in alignment with the Church Mission, Covenant, and Core Values. It is composed of six members, chosen by the Minister and Board, who serve 3-year staggered terms and choose their own Chair. Anyone with concerns about the health of any of UUCLV's ministries is encouraged to contact any member of the Committee on Ministry.

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@uucvpa.org.

Property

Property keeps track of major maintenance and day to day details of keeping our grounds and building in order. This includes working with the Sexton on hiring contractors. For more information contact Property@uucvpa.org.

Social Action

Social Action works with local and regional organizations to improve housing, health care, the environment and responsible government. We sponsor many exciting and informative workshops and lectures throughout the year, including the Fourth Friday Films (<http://movienight.uuclvpa.org>). We also select organizations to receive half of the undesignated cash from each month's offering. We welcome your participation as we attempt to enhance community and fellowship while doing this much needed and rewarding work. We meet at 7:15 each second Monday in the FM kitchen. Contact sac@uuclvpa.org.

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.

Bethlehem Emergency Sheltering (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 meets 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

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.

Interfaith Refugee Committee

This is a group within our church that support the resettlement of the Almaswas Syrian refugee family. In the last six months we have found and furnished an apartment for the family, helped them apply for all support programs such as food stamps, and medical assistance. We supply volunteers that help with such things as transportation, tutoring, school support and recreational activities.

Food Pantry

Our church participates with three other churches in providing food for

people whose income is under the federal poverty level. A food pantry has been set up for these families to pick up basic food items once a month. From 30 to 50 families participate each month.

Frequently Asked Questions (FAQs)

How do I get a copy of the monthly newsletter?

“The UU-Link” is available the beginning 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. 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 articles and pictures to theLink@uuclvpa.org. The deadline is the 3rd Sunday of the month. We can't guarantee that your article will be included if sent elsewhere or late; articles may be edited for length.

How do I get the weekly UUCLV eNews?

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 eNews?

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 “Welcome to the UUCLV” brochure in the pews of the Sanctuary or at the Welcome table for more information. All members must make an identifiable financial contribution during each church year and donate their time and 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 and a link to the Fair Share Guide.

I have put money in the offering baskets.

Why do I need to pledge?

As in your family, your household and your business, you make financial choices based on expected income. Our Church family uses our pledges to help us determine expected income for the fiscal year (budget). Your pledge helps our leadership team make intelligent decisions for spending, based on expected pledge fulfillment. In addition, pledging insures you will receive quarterly and annual statements which may be useful for tax purposes.

I have no idea what my financial picture will be this year.

How can I guarantee a pledge when I don't know what money will be coming in?

A pledge is a pledge, not a contract. Make the best pledge possible. If necessary you can modify during the year.

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. Details are on the web at <http://www.uuclvpa.org/stewardship.php>.

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 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 “CER?”

Our congregation belongs to the Central East Region (CER) of the Unitarian Universalist Association. More information is available at www.uua.org/central-east.

What does “FM” stand for?

The 1st floor FM kitchen is 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.

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, etc. Please contact the Church Office at uuclv@uuclvpa.org for rental information. Check our website at <http://www.uuclvpa.org/rentals.php>.

I am moving, whom do I contact?

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

How do I reserve a room?

Use the Room Request form on the link provided on the UUCLV web site. (<http://www.uuclvpa.org/room-request.php>). Provide all of the requested information and submit the completed form. You will receive a response from the office during office hours with your confirmation.

Who gets listed in the directory of the UUCLV?

The Church directory lists all members and friends of the UUCLV. The Church Administrator maintains and updates the church database as notified. If you have a change or correction in phone number, email, mailing address, or name, etc, contact membership@uuclvpa.org.

How do I get a copy of the Directory?

Stop at the Newcomer Table and ask for a Directory and its update, or email uuclv@uuclvpa.org. 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 a member not receiving the magazine, contact the Church office.

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.

What about the Personnel Committee ?

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.

I no longer want to be a member of the UUCLV. Do I resign?

You may be moving away or you may have found that the UUCLV is no longer meeting your spiritual needs. Please send an e-mail to membership@uuclvpa.org to let us know. Notification from you will help us in keeping our list of active members current.