

# **Unity of Bellevue Sacred Service Handbook**

**Revision 0  
Approved February 20, 2024**

## **Letter from the Unity of Bellevue Leadership**

The leadership at Unity of Bellevue takes great pride in our core of highly motivated and committed volunteers whose dedicated service is critically important to the energy, vitality, and success of our Center. We recognize that it is these souls who often form the very first impression that visitors see as the face and spirit of Unity of Bellevue, be it an individual at the entry door or sanctuary entrance, the outside appearance of the grounds and facilities, the hospitality offered inside, support and services provided and much more. We recognize that participation in service is a spiritual path to connection with others and God. Your Board of Trustees and the leadership at Unity of Bellevue welcome you to become a part of this great community and vital service.

The roles described herein are much more than “volunteer” opportunities. They are truly an opportunity to grow together in Sacred Service to our Center and for your personal spiritual evolution. We thank you for considering joining in this great endeavor.

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## 1.0 INTRODUCTION AND ORGANIZATION

Sacred Service opportunities are created by the Unity of Bellevue (UOB ) Ministry and Board of Trustees as a way of best serving our Center and community. Sacred service groups are created and overseen by either the Minister (or delegate) or the Board President (or delegate).

Section 1 of this handbook provides basic Sacred Service organizational structure information. Sections 2-4 provide details of Sacred Service roles.

**1.1 Intention.** The goal of UOB Sacred Service is to support the Ministry in achievement of its stated Mission and Vision and also to support the serving individual's interests or personal journey and personal growth. We recognize that each individual brings with them an abundance of life experiences and special gifts as well as a divinely directed plan. The descriptions of service roles herein are intended to ample opportunities for matching these needs and gifts.

**1.2 Core Policies.** In all that we do, it is important to always be mindful of UOB's core policies (listed below). All persons working in a Sacred Service capacity must read, and be familiar with, these policies. Your Sacred Service is an important part of making our vision and mission a reality. Details may be found in UOB's Policy Manual, Section 1:

- Guiding Principles
- Vision
- Mission
- Evolutionary Purpose
- Strategies
- Core Values
- UWM Honoring Diversity Statement
- UWM Joint Statement for Peace
- UOB Indigenous Land Acknowledgement

**1.3 Agreements.** Many of the same policies and protections that apply to employees of Unity of Bellevue also apply to those engaged in sacred service and volunteering. Anyone in a service role at UOB has, by default, agreed to the following:

**Equal Opportunity** – Unity of Bellevue holds that all people are entitled to equal opportunities in Sacred Service as in Employment. As such we do not, and will not, discriminate against any person on the basis of race, color, religious background, national origin, gender, gender identity, disability, sexual orientation, veteran status or any other characteristic. Our goal is simply to match the individual with the area of service that can best serve the individual and their spiritual growth, as well as, the needs of the Ministry.

**Conduct** – Each person engaged in service to Unity of Bellevue are expected to exhibit professionalism and create a thankful, positive environment which aligns with the Unity movement and teachings and the Unity of Bellevue mission, vision and core values. Unity of Bellevue does not tolerate harassment or discrimination in any form.

**Background Checks** – In certain roles, volunteers will be required to submit to a background check before being approved for a particular service role. Any volunteer interested in Youth & Family, bookstore, or financial governance will be required to submit to a background check.

**Appearance** – Unity of Bellevue is a “come as you are” environment but also expects anyone serving in Sacred Service and interfacing with other congregants, visitors, or guests to exercise a conservative approach in their dress and appearance as each service role in some way is a reflection of UOB.

### **Liability and Protection**

Liability of volunteers performing Sacred Service in support of Unity of Bellevue is limited by the “Volunteer Protection Act of 1997.” Specific provisions are excerpted as follows;

“LIMITATION ON LIABILITY FOR VOLUNTEERS. (a) LIABILITY PROTECTION FOR VOLUNTEERS.—  
. . . no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if— (1) the volunteer was acting within the scope of the volunteer’s responsibilities in the nonprofit organization or governmental entity at the time of the act or omission; (2) if appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken . . . within the scope of the volunteer’s responsibilities in the nonprofit organization or governmental entity; (3) the harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; . . . “

UoB insurance policy provides coverage for injury, illness or liability resulting from Sacred Service in the same manner and limitations as it does for UOB employees.

## **1.4 Sacred Service Structure**

- 1.4.1 Organization.** UOB’s Sacred Service structure is comprised of three different types of groups. All Sacred Service opportunities are under one of these three areas:
- Celebration Service Support
  - Ministries
  - Committees
- 1.4.2 Celebration Service Support Teams.** These groups provide opportunities to support UOB in delivering all aspects of weekly service and after service hospitality. Organizationally all areas of Sunday Service support fall under the auspices of the Minister with daily operational management frequently administered directly by the Center Administrator. To participate in these activities see the Minister, Center Administrator, or identified group Lead.
- 1.4.3 Ministries.** These groups provide opportunities to support UOB groups who have a spiritual growth, spiritual seeking, or healing aspect. Organizationally, all Ministries fall under the auspices of the Minister (or delegate). To participate in these activities see the Minister or identified group Lead.
- 1.4.4 Committees.** These groups are considered an arm of the Board of Trustees and provide opportunities to support Board work. Organizationally, all committees fall under the auspices of

the Board of Trustees with the President selecting the Lead and the Board ratifying both formation and dissolution. To participate in these activities see the Board of Trustees' President or the identified group Lead.

- a) There are two types of committees: Planning or working. Planning committees are in place for planning purposes only and are frequently temporary with a strategic view. Working committees are ongoing and members will have ongoing tasks to complete.
- b) A Board Advisor is a special role applicable only to committees. This is a Board member assigned to the committee and accountable for being a Representative of the Board on the committee for purposes of providing governance guidance, as well as, to ensure the committee stays within the scope of what they were formed to do and operates in accordance with Unity teachings.
- c) Committees may encompass workgroups who may need to make physical property changes or have a financial need not budgeted – both of which requires Board pre-approval.

**1.4.5 Ad Hoc Support.** These groups are strictly temporary in nature and typically formed by the Center Administrator to accomplish a particular task. These groups are not an extension of any other workgroup under the Sunday Service, Ministry, or Committee structure. Organizationally, these groups generally report to the Minister or Center Administrator. An announcement will be made about the need, scope, and request for volunteers. A lead individual will be selected from those volunteers to organize and head up the project. Examples:

- Administration Support – Helping the Center Administrator with mailings, filings and organization.
- Holiday and special event decorations
- Community support – Individual, short-term projects that support our larger surrounding community, such as food and clothing collections, back-to-school supply drives, holiday gift collections and distributions.

**1.4.6 Member Composition.** Each sacred service group within the Sacred Service ministry has a Lead who assumes responsibility for recruiting members, defines individual team member responsibilities within the scope of the workgroup function, trains (or ensures training of) members, schedules meetings, and coordinates with other related Leads to ensure a consistent effort among UOB activities.

## **2.0 CELEBRATION SERVICE SUPPORT TEAMS**

### **2.1 Position: Welcome Team Greeter**

**2.1.1 Purpose.** Those serving as Welcome Team Greeters serve as the first line of contact for anyone entering Unity of Bellevue on a Sunday morning or other special occasion. As such they set the tone and expectation for what an entrant can expect to see and feel inside. The goal is to make all of those coming in feel recognized, acknowledged, welcome and directed as may be appropriate. Special effort is to be made to ensure that no one is missed in this process.

Members of this team will also be asked to help the usher with collecting the offering in the later phases of the service.

2.1.2 **Responsible to.** The Welcome Team Leader.

2.1.3 **Qualifications, Skills and Gifts.** Must be a friendly, outgoing soul generally familiar with Unity of Bellevue beliefs, history, organization and policies. Most important is a love of people and comfort with greeting and talking with new entrants.

2.1.4 **Accountabilities**

- Arrive and take a door position 30 minutes before the service and be prepared to stay there until at least 5 minutes after the service begins or until it is clear that no one else is arriving.
- Pay close attention to anyone arriving, especially noting if they may be new, returning, or a regular attendee. Use good judgement in determining the manner of greeting depending on the individual, e.g. words of welcome only, handshake, or hug. Read the person, not everyone wants to be touched. Unless cues are given to the contrary, the default should be handshake and words of welcome.
- Direct all to the check-in table to fill in a name tag and opt for a colored sticker of their choice.
- Make yourself available to the usher to help with the collection of the offering at the appropriate time in the service.

2.1.5 **Time Commitment**

- 40-minutes per day of service
- Minimum of one Sunday per month

2.1.6 **Training and Resources.** On-the-job training to be provided by the Team Lead and/or other experienced members of the team.

2.1.7 **Benefits to Unity of Bellevue**

- Enhance the image of a warm and welcoming center where all are accepted, appreciated and loved.
- Encourages new attendees to come again and become part of this loving community.
- Ensures appropriate interface with each person, e.g., addressing them by name and knowing their comfort with close contact (sticker color).

2.1.8 **Benefits to the Sacred Server**

- Knowing that you have the power to positively affect the impression the person gets of Unity of Bellevue.
- Getting to know more attendees, be they new or regulars.
- Feeling the love and appreciation from everyone who enters.

## 2.2 **Position: Welcome Team Usher**

2.2.1 **Purpose.** Those serving as Welcome Team Ushers fulfill several purposes including: providing a second level of welcome to those as they enter the sanctuary; providing assistance to new attendees in finding suitable locations to sit; locating and securing hearing assistance devices to anyone who needs it; answering questions about the service, what to expect and location of facilities; and leading the collection of the offering at that point in the service. Depending on the

service, may also be responsible for handling out service-related materials such as flyers and bulletins.

2.2.2 Reports to. Welcome Team leader.

2.2.3 Qualifications, skills and gifts. Must be a friendly, outgoing individual, generally familiar with Unity of Bellevue policies, practices, and services as well as on-going events. Most important is a love of people, a smiling face and comfort with greeting new people.

2.2.4 Accountabilities

- Take command of the sanctuary doors well in advance of service start time.
- Monitor service and sanctuary preparation in advance of the service start time and keep the doors closed until all interior preparations – including A/V sound checks and music rehearsals - are done and ready for attendees, after which the doors may be opened.
- Remind entrants to silence their phones before entering.
- Gather and encourage all attendees to enter and be seated inside the sanctuary at the service start time.
- Remain on station until the service is under way and all attendees are in and seated.
- Remain vigilant throughout the service of any attendee who may require assistance and quickly respond as may be necessary.
- Lead two of the greeters along with yourself in the collection of the offering.
- Open the doors at the appropriate time at the conclusion of the service.

2.2.5 Time Commitment

- Approximately 30 minutes per day of service
- Minimum of one Sunday per month.

2.2.6 Training and Resources. On-site training to be provided by the Welcome Team Lead.

2.2.7 Benefits to Unity of Bellevue

- Enhance the image of a warm and welcoming center where all are warmly recognized, accepted, and appreciated.
- Ensures an appropriately quiet and serene setting for the service.
- Secures the offering monies in a visibly secure manner.
- The security of knowing that, should any situation occur where a congregant is in need of help, someone will be there to lend whatever assistance may be needed without disrupting the flow of the service.

2.2.8 Benefits to The Sacred Server

- A feeling of belonging and being an important part of the service team.
- Getting to know and recognize more attendees.
- Knowing you make a difference for the better.

## 2.3 Position: Hospitality



**2.3.1 Purpose.** Hospitality team members serve to create a space and environment for fostering comfort and community at Unity of Bellevue. The method for doing so centers around food and drink. Services include:

- Making coffee, tea, hot water, and condiments (e.g. sweeteners and creamer) are available before the service start time through at least one hour after the nominal service ending time.
- Securing and setting out light snacks before the service
- Provide an appropriate meal to all attendees after the service and being responsible for cleanup afterwards. Cleanup should be such that the Friendship Room and kitchen are clean and ready for the next users, be they church-related groups or renters.

**2.3.2 Reports to.** Hospitality Team leader.

**2.3.3 Qualifications, skills and gifts.** A love of people and community and an interest (and aptitude) in all things food and beverage related.

**2.3.4 Accountabilities.**

- Plan food items and notify the Center Administer of the planned menu by Wednesday prior to the Sunday Service.
- Recruit additional volunteer helpers to assist as needed for help with setup, bringing additional food items, and cleanup afterward.
- Get coffee, tea, hot water, and condiments, and pitchers of water going and available, and food snack items out well in advance of the service start time.
- Set up the serving tables, utensils, etc. to be ready when the service concludes. Support sustainability goals by avoiding disposable plates and cups.
- Serve the after-service main food items to appropriately dole out servings and keep the flow of people moving.
- Clear the serving tables and cleanup and put away all dishes, utensils, cookware.

**2.3.5 Time Commitment.**

- Food preparation time – whatever it takes (may be done at home or in the Center kitchen).
- Day of duty – approximately 2 hours
- One Sunday per month or as arranged with the Hospitality Team leader.

**2.3.6 Training and Resources.**

- Kitchen and related resources orientation and familiarization provided by the team leads.
- All of the church owned cooking and serving ware available and provided
- Washington State Department of Health Food Handling training class to be completed by, at least, the team leads. Copies of certificates of completion provided to the Center Administrator.
- Reimbursement for food and supplies is available by submitting receipts and reimbursement request to the Center Administrator.

**2.3.7 Benefits to Unity of Bellevue.**

- Provides a consistent and dependable catalyst for building community.
- Creating community by breaking bread together.
- Honoring the environment with sustainable practices.

- 2.3.8 **Benefits to The Sacred Server.**
- Feeling the love and appreciation of all participants.

## 2.4 **Position: Youth Education Sunday Helper**

2.4.1 **Purpose.** Youth Education Helpers are there to provide additional help to the Youth Education leader in the conduct of a Sunday morning program directed at our youth – pre-school through Youth of Unity (Y.O.U.) or high school age.

- Assist the Youth Education leader in arranging the classroom(s) and securing materials for the day.
- Conduct specific parts of the program as requested by the leader.
- Assist in maintaining an appropriate atmosphere and order.
- Be ready to provide one-on-one assistance for any attendee who may need it.
- Cleanup the classroom(s) at the conclusion of the lessons and restore the configuration to what it was when you arrived and ready for renter arrival on Monday – if applicable.

2.4.2 **Reports to:** Youth and Family Program Coordinator (or, in lieu of, the Sr. Minister)

2.4.3 **Qualifications, skills and gifts:**

- A love of young people and the patience and mannerisms to deal with a wide variety of situations.
- Completion of a comprehensive background check shown clear of any criminal history and especially any inappropriate history in dealing with children.
- A willingness to sit on little chairs and interact with wee ones and still be able to get up.
- A clear understanding of what constitutes appropriate and inappropriate behavior and interactions specifically with regard to youth/minors.

2.4.4 **Accountabilities:**

- Arrive 45 minutes prior to the scheduled start of the Sunday service to set up and assist the Director in planning the day's lesson and activities.
- Assist in establishing and maintaining an appropriate environment for learning and fun
- Conduct parts of the class as requested by the Director.
- Be sensitive to the age and nature of the attendees and immediately report any areas of concern to the Youth and Family Program Director. If not satisfied with the attention and direction provided at that level escalate the concern immediately to the minister.

2.4.5 **Time Commitment:** TBD

2.4.6 **Training and Resources:**

- Training provided by the Youth and Family Program Coordinator (or Minister's delegate)
- Classroom materials provided by Unity Worldwide Ministries as selected by the Program Director

2.4.7 **Benefits to Unity of Bellevue:**

- Providing an appropriate and pleasant youth program is necessary to attract younger families and create that community within the church.

- Provides a consistent and dependable catalyst for building community.

#### 2.4.8 Benefits to The Sacred Server:

- Knowing that you play an important role in developing an understanding within young people of their inherent goodness and divine nature. And having fun while doing so.

## 2.5 Position: Platform Assistant

2.5.1 **Purpose.** When requested by the Senior Minister due to their absence from, or change of plans for a specific service, the Platform Assistant provides an introduction to the service, making everyone feel welcome; reminding returning congregants and explaining to new visitors what Unity and Unity of Bellevue are all about; and introducing to team members who will follow.

2.5.2 **Reports to.** The Minister

2.5.3 **Qualifications, skills and gifts.** Requires a comfort level for public speaking and a familiarity with fundamental Unity Principles, as well as the Unity of Bellevue Mission, Vision and Purpose.

2.5.4 **Accountabilities.** Be prepared in advance for what you intend to say and present; BE ON TIME since the PA will be responsible for opening the service.

2.5.5 **Time Commitment.** Preparation time is whatever it takes for the PA to be prepared and comfortable with their opening. Approximately 20 minutes on the day of the service.

2.5.6 **Training and Resources.** Coaching and example scripts will be provided by the Minister and/or other experienced PAs. Reading and Affirmation will be provided by the Minister via the Center Administrator. Order of service for reference including the names of the other team members for that service are provided by the Center Administrator well in advance of Sunday.

2.5.7 **Benefits to Unity of Bellevue.** Important in setting an exciting and enthusiastic tone for the day; makes everyone feel that they are very welcome and appreciated; encourages new visitors to return; and informs new visitors about what we stand for and represent.

2.5.8 **Benefits to The Sacred Server.** Feeling good about making a positive contribution to the health and growth of our center and getting to know our service team, regular attendees and guests.

## 2.6 Position: Floral Design and Décor Team

2.6.1 **Purpose:** To enhance the experiences of all who enter Unity of Bellevue by connecting the spiritual to the natural world through environmental and biophilic design, incorporating visual beauty alongside proven health benefits; elements include flower arrangements and décor, and interior plant scaping throughout the building. To celebrate UOB's physical home in inviting and contemplative ways, such as marking the seasons, supporting service and event themes, and honoring loved ones present and passed.

2.6.2 **Reports to:** Floral Design and Décor Team leader/co-leaders

- 2.6.3 **Qualifications, skills, and gifts:** Personal and/or professional experience, or willingness to learn, in areas of flower arranging, display, and plant care. Gardening, landscaping and interior design backgrounds helpful but not required. Team works together to support all areas of skill.
- 2.6.4 **Accountabilities:**
- Plan, source and create weekly arrangements for the sanctuary, atrium and other areas, either alone or with team members. Meet start times for services and events. Maintain the health and aesthetic of arrangements, and for plant-scaping in the sanctuary and atrium throughout the week; tasks can include watering, pruning, replanting, etc. Work with minister on carrying out service and seasonal themes, and with administrator on donated arrangements to support donor requests. Check building use calendars for appropriate times to be working in areas. Work with other teams, i.e., hospitality, events, fundraising, youth, for assistance in floral design and décor needs; and landscape for cutting garden areas. Conduct holiday plant sales.
  - Follow Sustainability Policy in material selection, care of plants, composting, etc.
- 2.6.5 **Time Commitment:** Varies with elements of the team chosen for volunteering.
- 2.6.6 **Training and Resources:** Supportive instruction from the leader(s) and other team members given to learning volunteers; outside sources include garden tours, talks and community class suggestions and attendance. Collaboration in assignments and time schedules discussed at least monthly, or more if schedule requires.
- 2.6.7 **Benefits to Unity of Bellevue:** Creates an inviting and colorfully alive environment that welcomes everyone into the Unity of Bellevue family as a spiritual home. Complements other parts of the services, events and individual experiences, enriching and reflecting Unity Principles, the UOB Vision, and EarthCare goals.
- 2.6.8 **Benefits to The Sacred Server:** Arranging flowers, designing spaces with nature as a focus, and caring for health-giving plants is an artistic and creative endeavor. It can be part of a spiritual journey and is a gift to the congregation. This is a learning experience from those who have the knowledge and artistic abilities to those who wish to include them more in their lives.

## 2.7 **Position: Building Monitor**

- 2.7.1 **Purpose:** To ensure that our building and surrounding landscape is fully functional and reflective of a spirit of prosperity, order and professionalism and to repair or report anything that does not relay that view. The Building Monitor is also expected to remain in the atrium during the service to address any facility issues that should arise and to further the Greeter function to those arriving very late.
- 2.7.2 **Reports to:** Center Administrator
- 2.7.3 **Qualifications, skills and gifts:** General familiarity with basic handyman skills such that minor repairs can be made, e.g. changing light bulbs, clearing (plunger) clogged toilets, on the spot.

- 2.7.4 **Accountabilities:** Being present on-site at least 30 minutes prior to the start of the service in order to conduct a walk-around and inspection before congregants arrive. Walk around to include the landscape areas around the church where any trash and debris are to be picked up and properly disposed of and all inside church areas (including bathrooms) to ensure that all is in proper and safe working order.
- 2.7.5 **Time Commitment:** Approximately 1 ½ hours per assigned Sunday one Sunday per month.
- 2.7.6 **Training and Resources:** No specific training needed nor provided other than advice and recommendation of other experienced Monitors. Resources needed for this role include gloves and trash bags available in the kitchen, and light bulbs and some service tools in the equipment closet (access provided by the Center Administrator).
- 2.7.7 **Benefits to Unity of Bellevue:** Unity of Bellevue is shown, at all times, in its best light as a thriving and vibrant community.
- 2.7.8 **Benefits to The Sacred Server:** Pride in representing a positive and functional center while learning mechanical aspects of the church operations.

## 2.8 Position: Bookstore

- 2.8.1 **Purpose:** To provide a retail service for both Unity of Bellevue and visitors by handling the sales of general merchandise related to the Center, class and event registration, and card transactions for love offerings and hospitality.
- 2.8.2 **Reports to:** Center Administrator
- 2.8.3 **Qualifications, skills and gifts:** General comfort with computer applications and with financial transactions such as cash, checks and credit/debit cards. No prior experience needed.
- 2.8.4 **Accountabilities:**
- Background check required.
  - Be present and available in the bookstore 30 minutes prior to the service and remain for at least 30 minutes after it ends.
- 2.8.5 **Time Commitment:** Approximately 60 minutes beyond the regular service – 30 minutes before the service and 30 minutes afterwards. One or more Sunday(s) per month.
- 2.8.6 **Training and Resources:** On job training provided by the Center Administrator. No resources needed.
- 2.8.7 **Benefits to Unity of Bellevue:** Provides an important additional source of income needed for operation and a venue for furtherance of the vision through book and related item sales.
- 2.8.8 **Benefits to The Sacred Server:** This is a great way to meet and communicate with people in or new to the Unity of Bellevue community.

## 2.9 Position: Audio/Video

- 2.9.1 **Purpose.** To provide a high-quality audio presentation of the service to those in attendance and both audio and video to on-line viewers.
- 2.9.2 **Reports to.** Center Administrator
- 2.9.3 **Qualifications, skills and gifts.**
- A general understanding of and experience using a range of electronic equipment including video cameras, audio microphones, and amplifiers (or general interest and a willingness to learn more).
  - Comfort with Power Point and Presentation computer applications.
  - General knowledge of social media such as Facebook and YouTube.
  - Time flexibility to accommodate a variety of events beyond Sunday services such as rental events – recitals, concerts, plays, weddings etc.
- 2.9.4 **Accountabilities.** In this role the volunteer is expected to assist the A/V staff or lead in performing the following.
- Be present to assist in powering up and setting up all of the needed lighting, audio and video equipment well in advance of the service, or event, start time.
  - Ensure that the audio and video is working and optimized for the event.
  - Check sound in the sanctuary and, when appropriate, in the atrium.
  - Connect to on-line feeds including YouTube and Facebook.
  - Test and allocate microphones to those having roles in the event.
  - Conduct sound checks for all participants and adjust levels as deemed necessary.
  - Continue to adjust as needed during the course of the event.
- 2.9.5 **Time Commitment.** Approximately two hours per Sunday or other event, including one hour prior to the start and concluding at the end of the event.
- 2.9.6 **Training and Resources.** All equipment provided by UOB and on-the-job training provided by the Audio Video lead technician.
- 2.9.7 **Benefits to Unity of Bellevue.** Proper audio and video support is critical to the successful execution of the Center's services and outreach to a larger community. Proper operation presents a professional and successful appearance and a smooth-running performance. Timely online and recorded records of events and services allow for expansion of our mission to an ever-larger audience.
- 2.9.8 **Benefits to The Sacred Server.** Pride in being a critical part of presenting a professional and polished presentation of Unity of Bellevue. Enhanced knowledge and proficiency in all things audio and video.

## 3.0 MINISTRIES

### 3.1 EarthCare: TBD

This section is still being developed. This encompasses all environmental sustainability actions and commitments. In all areas of the ministry we must strive for Earth Care.

### 3.2 Music Ministry: TBD

This section to be developed after hire of Music Director in 2024.

### 3.3 Prayer Ministry: Chaplain

**3.3.1 Purpose.** To provide prayer and meditation support to Unity of Bellevue and all who enter here either in person or online. To provide ongoing prayers in support of prayer requests submitted on a prayer request card, via email, or in the prayer circle after the celebration service. Provide pastoral care as requested. Provide wellness calling to offer prayer to every member of Unity of Bellevue at least once a year.

**3.3.2 Reports to.** The minister

**3.3.3 Qualifications, skills and gifts.** Prays well with others and has a personal prayer practice. Speaks freely from the heart demonstrating a connection with the Divine. Keeps all prayer requests in confidence. Understanding and practice of Unity principles. Lives, communicates, and has their being in Christ Consciousness.

#### 3.3.4 Accountabilities

- As the designated prayer chaplain for any given Sunday:
  - Leads the meditation service.
  - Leads the prayer circle after the celebration service on the second and fourth Sundays.
  - Leads the pray-in before meditation service as requested by the minister and or the center administrator.
- One prayer chaplain manages the prayer request box and the prayer chaplain email and sends prayer requests out to all prayer chaplains for inclusion in their personal prayer time or practice.
- Prayer Chaplain coordinator: Lead monthly meeting coordinating the schedule for all prayer chaplain, and reaching consensus on decisions regarding prayer chaplain support to the congregation.
- Wellness calling of members at least once a year.
- Pastoral care visiting congregants or connecting on the phone as requested.

**3.3.5 Time Commitment.** Daily prayer time or practice, usually less than 15 minutes a day.

- Meditation service at least once a month or more based on the number of prayer chaplains available to lead the meditation service. 30 minutes which includes 10 minutes to prepare and 20 minutes to conduct the meditation service.
- Lead Prayer Circle after Celebration service at least once a month on the Second and Fourth Sundays of the month. 15 minutes.

- Wellness calling 2 hours once or twice a year.

3.3.6 **Training and Resources.** Trained in Unity prayer course by a Licensed Unity Teacher and also trained in how to be a prayer chaplain as defined by The Love and Light Ministry.

3.3.7 **Benefits to Unity of Bellevue.** A continuing prayer practice and prayer with anyone needing prayer.

3.3.8 **Benefits to The Sacred Server.** The prayer chaplain is blessed by any and all prayers. Praying with others strengthens ones practice and connection to Divine.

## 3.4 Reiki Ministry: Practitioner

3.4.1 **Purpose.** To provide an energy healing service to our Unity of Bellevue ministry

3.4.2 **Reports to.** The Senior Minister

3.4.3 **Qualifications, skills and gifts.** Has regular meditation practice and is well versed in Spiritual connectedness and the Unity principles of Divine power and omnipresence.

3.4.4 **Accountabilities.** Supports the center's Reiki ministry by participating in scheduled Reiki healing activities for congregants or others seeking needed help, including;

- Reiki treatments once a month on a Saturday in the library where the whole of the Reiki team will channel Reiki energy on the recipient.
- Reiki Prayer Blessings in the sanctuary following one service per month. Here blessings are provided one-on-one to requesting congregants
- Reiki Circle one Sunday per month in the library where practitioners will gather in a circle around the recipients, present, on-line or mind, to offer channel Reiki energy to them

3.4.5 **Time Commitment.** One hour once a month on a Saturday for Reiki treatment sessions plus approximately 15 minutes twice a month for Reiki Blessings and Reiki Circle sessions.

3.4.6 **Training and Resources.** Must be trained and certified in the Usui System of Natural Healing by successfully completing Usui/Holy Fire Reiki certification training (at least first degree)

3.4.7 **Benefits to Unity of Bellevue.** Introduces existing and potential new congregants to another community service offered by our Center and providing a healing service to support community health and healing.

3.4.8 **Benefits to The Sacred Server.** The practice of focusing and channeling Reiki healing energy benefits the healer as well as the recipient.

## 3.5 Safety & Security Ministry: TBD

This section is still being developed. This encompasses all those things that The Sacred Server does to keep the building and people safe and secure.



## 3.6 Small Group / Spirit Group Ministry: Leader

- 3.6.1 **Purpose.** Provide leadership of small groups and Spirit Groups for sacred connection and deepening of spiritual practices. Even though there are a few small groups in existence, we will stress the use of Spirit Group for this ministry.
- 3.6.2 **Reports to.** Small Group Ministry Leader reports to the Minister. Small group and Spirit Group leaders report to the Small Group Ministry Leader.
- 3.6.3 **Qualifications, skills and gifts.** Understanding and practice of Unity principles. Lives, communicates, and has their being in Christ Consciousness. Leads groups effectively.
- 3.6.4 **Accountabilities.**
- Small Group Leaders
    - Identify meeting frequency. Most small groups meet once a month.
    - Lead the group through selection of theme or topic to use each month.
    - Rotate responsibility for leading topic, spiritual practice, projects.
  - Spirit Group Leaders:
    - Identify day, time, and place for Spirit Group.
    - Identify curriculum or theme for Spirit Group.
    - Conduct Spirit Group weekly for 8-10 weeks.
    - Engage group in 5 C's evaluation and encourage members to sign up for roles that strengthen an area identified on the evaluation.
    - Support the end of series celebration.
    - Support sign-ups in person or online.
    - Community project for each Spirit Group
    - Social event for each Spirit Group
    - Engage the congregation in what it means to be in a Spirit Group.
- 3.6.5 **Time Commitment**
- Spirit Group leaders:
    - 90 minute meeting every week for 8-10 weeks
    - 30 minute preparation every week for 8-10 weeks
    - Spirit Group Leaders huddles weekly for 15 minutes
    - End of Series celebration event 90 minutes 3 times a year
    - Sign-ups before and after celebration service for two Sundays
  - Small Group Leaders:
    - 90 minute meeting once a month.
    - Small group leader meeting once a month
- 3.6.6 **Training and Resources.** Trained by the Small Group Ministry Leader in how to be a Spirit Group Leader. Small Group Ministry Leader is certified by UWSI in how to lead Spirit Groups program.
- 3.6.7 **Benefits to Unity of Bellevue.** Connection across groups outside of Celebration Service. Growth of engagement of new congregants. Deepening of spiritual practice.
- 3.6.8 **Benefits to The Sacred Server.** Leadership training. Deepening of spiritual practice.

### 3.7 Youth & Family Ministry: TBD

This section to be developed after hire of Youth & Family staff in 2024.

## 4.0 COMMITTEES

**4.1 General Information.** Committees fall under the auspices of the Board. If interested in working on a committee confer with the Committee Lead or the Board President. Committees may be temporary or permanent. All committees (other than those ad hoc) will operate under the direction of a charter which reflects what the Board's parameters are for the committee function.

**4.1.1 Reports to:** Individual members on Committees always report to the Committee Lead.

**4.1.2 Reporting:** All progress is reported to the Board by the Board Advisor.

**4.2 Ad hoc.** The following committees will be formed as needed, at the Board President's direction or Minister's request. Examples of ad hoc committees:

- **Executive:** Comprised of Board Officers and the Minister.
- **Power of Focused Ministry:** Established to work through UWM worksheets on the Power of Focused Ministry approach. Led by the Minister and comprised of a small cross-section of individuals representing both membership and Board.

**4.3 Temporary.** The following committees will be formed on a temporary basis, as needed, by appointment from the Board President and ratification from the Board of Trustees:

**4.3.1 Budget.** Formed, by appointment, in 4<sup>th</sup> quarter of the calendar year. Serves to create an annual budget. Minimally comprised of Minister and Board Treasurer.

**4.3.2 Nomination.** Formed, by appointment, at least three (3) months prior to the Annual Membership meeting. Serves to recruit members of the Board. Comprised of members as defined by Bylaws. Details of roles and responsibilities defined in UOB Policy Manual.

**4.3.3 Ministerial Search.** Formed, by appointment, as soon as possible after minister vacancy is known. Serves to recruit and conduct initial interview with Ministerial candidates. Comprised of a group of cross-functional members as defined by the Board of Trustees at the time of ministerial vacancy.

**4.4 Permanent.** The following committees are ongoing. At initial formation per appointment by Board President and Board ratification. To disband or dissolve also requires Board President recommendation and Board ratification.

**4.4.1 Facilities.** Serves to ensure care of all physical property. This may include being a representative of UOB for local governance (city, county, state) systems tests. Comprised of individuals who have related experience.

- 4.4.2 **Fundraising.** Established as a single point of coordination for all fundraising activities intended to result in revenue for Unity of Bellevue’s general operating fund. Maintains a calendar of upcoming fundraising activities and recruits for resources to implement, plans for and coordinates annual anniversary event. Comprised of individuals interested in fundraising planning.
- 4.4.3 **Governance.** Established as a working committee, a direct arm of the Board, which develops new and/or reviews and revises existing policy documents – Policy manual and bylaws. Comprised of a cross-functional group of individuals with both membership and Board representation.
- 4.4.4 **Landscape.** Established as a working committee, with some aspects of planning, to maintain UOB grounds, coordinate ongoing and seasonal work through plot stewardship, special projects, and UOB community-wide landscape events (I.e. clean-ups, plantings, etc.).
- **Qualifications, skills and gifts:** Ability to work as part of a cohesive team and independently as needed for the maintenance and beautification of UOB property following Unity Sustainability Policy. Background in landscape/gardening appreciated but not necessary as training is provided, plus a love of nature and openness to learn and assist others.
  - **Accountabilities:** Attend monthly landscape team meetings or inform committee Lead of concerns/issues. After orientation, members agree to landscaping sustainability principles and guidelines while maintaining stewardship plots and working on their landscaping projects. Notes – Any changes to the landscape plots or any area, including removal and addition of plants and materials, must first be addressed at the monthly meeting or, if time sensitive, to the lead who will bring the discussion to the group, Advisor, Administrator and/or Minister, depending on the change request.
  - **Time Commitment:** Monthly meeting and required time to keep plot or project in good care.
  - **Training and Resources:** Members must attend an orientation regarding plant care/identification in plots/areas they are working, and trained in use of operating equipment. Decisions to make changes to the landscape are addressed in monthly meetings or through agreed upon communication from the Lead and team. Guide materials and resources are discussed at monthly meetings and available to members.
  - **Benefits to Unity of Bellevue:** Aligned with Unity Principles, EarthCare, and Sustainability Policy, the landscape committee builds community within Unity and can attract new members in our neighborhood/city through events that provide a means for practicing UOB principles.
  - **Benefits to The Sacred Server:** Members have the opportunity to build relationships within our community and contribute to the lasting beauty and sustainability of Unity of Bellevue’s home. Opportunities to enrich knowledge about landscape practices and sharing knowledge occurs as well as a benefit for this Sacred Service.
- 4.4.5 **Marketing.** Established as both planning and working committee. The Marketing committee establishes an annual Marketing Plan which is geared toward promotion and outreach with the

ultimate goal of drawing people in who may not now be a congregant of UOB. The Marketing committee also may take direct actions to ensure that promotions are in place.

## I. Appendix – Role Specifics

### **Welcome Team – Greeters**

Team Composition and Roles – The goal is to have two greeters available and each entry door (north and south entry). With two at the door, should a new or returning attendee show up, one is expected to attempt to engage that person showing:

- Personal interest in them as a person including what brings them and how we can assist them
- Orientation to the center and facilities
- Invite them for coffee, and/or food before or after the service

While the 2<sup>nd</sup> continues to greet other arrivers.

In addition to greeting and welcoming, greeters should direct the attendees to the check-in table and ask that they fill out and wear a name tag and explain (if they are new) how the color sticker system works and ask that they choose one they are comfortable with and apply it to their name tag.

Timing - If, on any given Sunday, only one greeter is on duty, upon the arrival of a new or returning attendee, after welcoming that individual or family, the greeter should try to introduce them to the usher at the sanctuary door or a Board member to talk with while the greeter returns to the door to welcome others.

Schedule and Timing - Greeters should plan to arrive at the Center by 40 minutes before the service in order to participate in the pray-in and be available at the entry doors by 30 minutes before the service. They should plan to stay at the door until at least 5-minutes after the start of the service or until it is apparent that no one else is arriving. At that time, they should advise the Building Monitor to be on the lookout for late arrivers and are then free to enter the sanctuary for the remainder of the service.

Other Duties – Each door team should discuss and agree which one should assist the usher in receiving the offering a the appropriate time in the service and make that known to the usher. That individual will then follow the lead and direction of the usher in that assignment.

### **Welcome Team – Ushers**

Team Composition and Roles – One usher is needed for every service. Specific responsibilities include:

- Locate and position the “Please turn off your phones” at the entry to the sanctuary
- Keep the sanctuary doors closed until the service team has completed their preparations. This includes our musicians practice and tune up time, audio video team sound checks, and décor team final arrangements.
- Be observant of the Greeter to be ready to assist if they are overwhelmed and/or if they encounter a new visitor who might benefit from additional conversation.
- Around 5-minutes prior to the start time, begin to encourage congregants gathered in the atrium to come on into the sanctuary in preparation for the service to begin.
- Check in with the Center Administrator to see if there are materials you need to hand out to attendees as they enter.
- Once the service begins, close the sanctuary entry doors but remain on duty outside to let late arrivers in quietly. During the invocation/prayer, keep the doors closed to maintain and quiet and reverent environment inside.

- Identify which Greeters for that day will be assisting the usher in the collection of the offering and confirm roles (center, right and left aisles).
- Open the sanctuary doors immediately following the Prayer of Protection at the conclusion of the service.

Timing – Usher should be available outside the sanctuary entry door beginning 30-minutes prior to the service start time and remain there until after the service begins and it becomes apparent that no other congregants are coming in. It is recommended that, if possible, the usher should be there 40-minutes prior to the start time to participate in the Sunday team pray-in in order to be all tuned up and in synch with the whole team and to learn of any special considerations or needs for that service.

Other Duties – Collection of the offering is the responsibility of the usher with help from two greeters. Of the three, one covers the center aisle and one on each side aisle. The three come forward upon the end of the offering invitation and return to the front upon completion of the collection. Collection bags are placed in the offering basket at the back of the sanctuary and watched over by the usher until they are gathered up by the Board Offering Steward at the end of the service. Monies should never be left unattended.

## **Hospitality**

Team Composition and Roles – Hospitality teams will be assigned specific Sundays on a rotating basis. The composition and number of participants of each team is at the discretion of that individual team leader and will likely be different for each group. Specific responsibilities include:

- Making coffee, tea and hot water available one hour before the service start time.
- Securing and putting out food items to be available prior to service for those arriving early. There are snack items in the pantry and muffins in the Youth Education room freezer.
- Preparation of a community meal to be available following the service
- Setting up the serving area (water, utensils, glasses, plates, napkins, etc.) and tables (salt and pepper and whatever else may be needed).
- Cleanup and restoration of the kitchen and eating areas before leaving so it is ready and appropriate for the next user, be it another church group or a renter. Cleanup includes washing dishes and utensils and/or loading them in the dishwasher (and running it) and wiping down appliances and counters.
- Shutting down and depowering all equipment except for the coffee brewer (so that hot water is always available) at the end of the assignment.

Timing – Hospitality representative should arrive by 1-hour prior to service time to get coffee made, hot water going, and food items (e.g. muffins and snacks), and utensils out. A member should remain in the kitchen any time food is being heated and the team shall remain on duty until the area is fully cleaned and restored – including all dishes washed and/or loaded in the dishwasher and the dishwasher(s) started.

Other Duties –

- Procuring whatever elements are needed for the after-service meal. Note that reimbursement for personal expenses may be requested (Check Request form) from Center Administrator. Receipts are needed.
- Notifying the Center Administrator of any needed supplies

- Personally, dishing out hot items such as soups and stews to each congregant to minimize burn risk.
- If extension cords are used, make sure they are covered over by rugs or floor mats to avoid trip hazards. Cords may be found in the utensil closet in the Friendship room adjacent to the kitchen door.
- If those who brought food to share have leftovers and opt not to take them home, wrap or bag them and offer to the cleanup crew first and then, if not all taken, offer to anyone still around. Food items that will keep may be left in the refrigerator for the following Sunday.

### **Youth Education Helper**

Team Composition and Roles – Team composition and role will vary week-to-week depending on the composition of the group and the lesson plan for the day but will always include classroom preparation, helping with the lesson and program and cleanup. All team members will report to and be responsible to the Director of Youth and Family Education.

Timing – Team members should be on site one hour before the scheduled start time for the service to review the plan for the day, the support roles needed and begin classroom preparation. The assignment concludes when the classroom is cleaned up and restored to the condition in which it was found and ready for any renters coming in the following week. This should typically be done about 30-minutes following the conclusion of the service.

Other Duties – TBD

Notes – When dealing with our youth extraordinary care must be taken to ensure all interactions are not only appropriate but also are demonstrably so. In all interactions all personnel must constantly be aware of, and sensitive to, the nature and susceptibility of the attendees as minors.

1. No one should ever be alone in a one-on-one situation with a minor unless that interaction is in clear view of the other adult leaders – doors and windows open.
2. If a minor needs toileting assistance, two persons should be in attendance.
3. No photographs of minors are to be published without the express permission of that child's parent or guardian.
4. Under no circumstances should physical discipline nor isolation be used to control or establish proper decorum. If an attendee should be found to be in need of intervention, the staff should locate and request intervention of the child's parents or guardian.

### **Platform Assistant**

Team Composition and Roles – The role is to provide an appropriate opening to a Sunday service when specifically requested by the Senior Minister.

Timing – Should be on site by 40 minutes before the service start time to participate in the team pray-in to get tuned in for the day, synchronize with the other team members and receive any last-minute adjustment and instructions. Following the pray-in make yourself available to the A/V team for a microphone check. Must be prepared and ready to step up to the platform precisely at the designated start time (currently 10:30 AM). Assignment is completed following the Statement of Faith and the Affirmation for the day.

### Other Duties – None

Notes – The Center Administrator will provide the Order of Service, Statement of Faith and Affirmation during the week preceding the assigned Sunday. The Minister, either directly or via the Center Administrator will provide a the reading for the day, no later than the Saturday preceding.

An example script will be provided but the PA for the day is encouraged to customize and make it their own by adapting it as they see fit. Trying to avoid redundant rote reading every week so as to capture the attention of the congregants.

### **Flowers and Decoration**

Team Composition and Roles – Team Leader(s) responsible for assuring floral décor is established and flower arrangements are completed, with any special requests; plant scaping is tended. Other team members take on duties of centerpieces, individual arrangements for atrium and other areas outside the sanctuary, and assist in the sanctuary. Team members also work with sourcing and prepping materials, caring for vases, etc. Seasonal team responsibilities include holiday decorating, including Christmas and Easter.

Timing – Weekly arrangements and décor throughout the building, and bi-weekly arrangement and plant scaping care. Extended time (Thanksgiving weekend for Christmas) for holidays and special events assistance. Check-in throughout the month for assignments and training; check-in with support team in Women Connect 4<sup>th</sup> Saturday meeting.

### Other Duties –

Notes – See description in Position Description/Sunday Service Support (NOTE: Many activities are beyond the Sunday services.)

### **Building Monitor**

Team Composition and Roles – The intent is to have 4 to 6 people assigned to this role such that each may be assigned not more than once per month. Typical duties include:

- Conduct a thorough walk through of the building looking to make sure all lighting is in working order, all toilets are flushed and functional, any rugs or cords are secured and free of trip hazards.
- Conduct a walk around the exterior of the building picking up an trash and debris and depositing same in the garbage.
- Remain in the atrium during the serviced to (1) monitor and greet anyone coming in late, (2) be watchful for any facilities issues that might need attention (e.g. fans, lights, speakers and volume).
- Report on any areas where a repair was made or, where not possible in the time available, areas that need to be repaired.

Timing – Approximately 1 3/4 hours from 40 minutes before the start of the service through to the conclusion. Time should include participation in a team “pray-in” with the Minister 40 minutes prior to the service start time.



Other Duties – Serve as a security monitor and be always aware of people around and/or entering the building.

Notes – Tools and supplies are available in the supply closet adjacent to the men’s restroom. Goves are available in the kitchen cabinet and trash bags in the pantry. If needed, the key to the garbage dumpster can be found in the entryway between the kitchen and the Youth Education area.

## **Bookstore**

Team Composition and Roles – The intent is to have at least four congregants involved in this support role to serve on a rotating basis. Direction and supervision is provided by the Center Administrator.

Roles and responsibilities include:

- Obtain cash box from the Center Administrator at the start of the assignment and count out and confirm the monetary contents.
- Setup and log into the retail terminal for tracking sales and processing credit/debit card transactions.
- Do a casual review and inventory of the contents of the Bookstore to be familiar with what is available
- Carefully enter and record each retail transaction
- At the end of the day, create a report of the day’s activities and balance with the new cash on hand. Provide all records and cash drawer contents to the Center Administrator.

Timing – One Sunday per month from 20 minutes prior to service start time to 20 minutes after the service.

Other Duties – Always be mindful of those browsing and offer assistance in finding items if deemed appropriate.

## **Audio/Video – Specific Tasks**

Team Composition and Roles – The role of the sacred service volunteer in this capacity is primarily to assist the A/V lead or staff member in carrying out their responsibility. In addition to the lead, the team will usually include at least two other assistants. Specific roles are expected to vary based on the composition of the team and level of training and competence of the Sacred Server.

Timing – For Sunday services, one needs to be available from one hour before the service scheduled start time through to the ending of that Sunday’s program so approximately two hours or more per Sunday. For other scheduled events a similar time commitment is expected.

Other Duties – Expected to vary depending on the event, composition of the rest of the team and level of proficiency

## **Prayer Chaplains**

Team Composition and Roles – One Prayer Chaplain assigned for each Sunday.

Meditation Service: Setup and sign-on to zoom as indicated on the UOB website. Use the host key to assume the host role.

Prayer Circle: 11:45am sign-on to zoom as indicated on the UOB website. Use the host key to assume the host role.

Record the number of attendees in Breeze for both the meditation service and the prayer circle. Also send an email to Lori Colman re how many people requested one-on-one prayer.

Timing – Arrive by 9:45 for setup and to be available for pray-in either to participate or to lead as requested by the Minister or the Center Administrator.

Meditation Service: 9:55 sign-on to zoom, 10:20 end meditation service.

Prayer Circle: 11:45am sign-on to zoom

Other Duties – One-on-one prayer in the sanctuary as additional prayer chaplains are available. Tell Monica if you are available for one-on-one prayer so it can be announced during her announcements. This would either happen while prayer circle or Reiki circle is happening in the Library.

## **Reiki Practitioners**

Team Composition and Roles – Our Reiki team consists of all congregants who have completed Reiki I and Reiki II training and been certified. For any of the following roles and activities, all team members who are available will be requested to join in;

- Reiki Blessings offered one Sunday per month immediately following the service. Those congregants wish to receive this energy blessing will remain in the sanctuary and move down to the front row where practitioners will confer a one-on-one blessing.
- Reiki Circle is offered one Sunday per month in the library where all available practitioners will form a circle surrounding those congregants needing/requesting Reiki energy and focus Reiki energy on each one
- Reiki Treatment is offered one Saturday per month in the library where all available practitioners are requested to attend and will focus group Reiki energy on individual clients.

Timing –

- Reiki Blessings – about 5-minutes, one Sunday per month
- Reiki Circle – about 10-minutes, one Sunday per month
- Reiki Treatment – about 1 ½ hrs on the 3<sup>rd</sup> Saturday of each month

Other Duties – None

## **Small Group and Spirit Group Leaders**

Team Composition and Roles – Small Group Ministry Leader calls all Leader meetings, coaches leaders, trains leaders. Manages the structure and logistics of each Spirit Group Series. The plan is for three series a year. Fall, Winter, and Spring. taking the summer off.

Spirit Group Leaders: Responsible for the running of their Spirit Group including making the curriculum available and leading discussions each week. Coordination of community project for their spirit group, as well as social event for the Spirit group. Responsible for all communication with their Spirit Group members. Records attendance on Breeze for Spirit Groups and Small Groups.

Timing – Fall Series: September /October, Winter Series: January/February, Spring Series: April/May. 90 minute meetings for 8-10 weeks.

Other Duties – Feedback to congregation on what it means to lead a Spirit Group. Feedback from group at end of series event on what it meant to individuals to be in a Spirit Group.