

Social Justice Committee (SJC)

Purposes:

1. Stimulate the *entire congregation's involvement* in social justice activities that translate our UU faith values into action by exploring, initiating, and coordinating social justice efforts, programs, and events.
2. Inform the congregation of social justice issues and provide support and a forum for discussion and/or actions.
3. Provide opportunities and training for church members and friends, including youth and children, to do social justice work.

Committee Membership, Leadership, and Organization:

1. Depend on committee members to volunteer for leadership and task force roles.
2. Designate fixed roles for the Chair (or Point of Contact), the Publicity Coordinator, the Outreach Sunday Program Manager, and the Budget Director with duties as described in Addendum SJC-1.
3. Establish informal groups or task forces to work on continuing or one-time issues of interest to the committee, as the need arises.
4. Provide a representative to the Council.
5. Solicit volunteers at each monthly meeting to serve as facilitator and recorder for our next meeting. The facilitator provides opening and closing readings and keeps the meeting on track. The recorder captures minutes and sends the draft to all committee members as soon as possible after the meeting.

Committee Responsibilities:

1. Meet regularly, normally monthly during the regular church year.
2. Record meeting minutes and provide copies to our members and the Administrative Office for archival.
3. Publicize our events, programs, and task force activities through the Sunday Supplement, This Week in Accotink emails, monthly AUUC Newsletter, SJC bulletin board in the gallery, AUUC website, and with other means as necessary.
4. Regularly invite and welcome all teens and adults to be a part of our committee and to take on program responsibilities.
5. Provide an annual report to the administrator.
6. Host public events each year that support community needs and interests.
7. Develop and submit an annual SJC budget and advocate for a fair share of the AUUC budget for social justice work.
8. Support UU social justice activities in the Washington region, including UUs for Social Justice (UUSJ), as well as the Joseph Priestley District, the UUA, and the

UU Service Committee. This support may include providing a Board member for UUSJ.

9. Help grow the next generation of social justice leaders and advocates through work with youth and children
10. Lead congregational efforts to take a stand on social justice issues.
11. Invite the minister to attend at least one SJC meeting annually and work with the minister to plan sermon tie-ins to the Outreach Sunday collections and other events as appropriate.
12. Encourage involvement in social justice programs by groups such as Spiritual Development and nUUners.
13. Provide updated Policies & Procedures, Statements of Conscious, and other important materials to the AUUC webmaster for posting.

Policies:

1. Use the democratic process to make committee decisions and to develop goals, programs, and budget actions.
2. Allow everyone to be heard at meetings.
3. Stay within our budget.
4. Work with other committees to achieve our goals as necessary, e.g., Spiritual Development, Finance, Green Sanctuary.
5. Keep committee members informed through agendas, minutes, and other materials provided via email, phone calls, and meetings.
6. Follow the Policy for AUUC Taking a Position on a Social Issue (Addendum SJC-5)

Procedures:

Committee Operations

1. **Committee Budget:** When committee budgets are requested, all committee members are asked to examine our previous year's budget proposal and identify any changes needed. The draft proposed budget is sent to all committee members prior to the meeting at which additional changes may be made and a majority vote is taken on it. The final budget proposal is then submitted to the Council or Budget subcommittee of the Board. Whenever there is a need to spend committee money, a majority vote is taken at a committee meeting to spend a specified amount for a particular item. A check request is then submitted to the Finance Committee for that item. One member of the committee is designated to be responsible for the budget. (Addendum SJC-1)
2. **Outside Requests for Financial Assistance:** If the SJC is approached with a request for financial assistance from someone outside our church community, we refer the requestor to the church office which will provide them with information about available local resources. These are described in the Script for Outsiders (Addendum SJC-7). The minister has discretion to provide assistance as well.

Ongoing Activities

1. **Outreach Sunday Program:** This program is overseen by our Outreach Sunday Program Manager (duties are listed in Addendum SJC-1). To select Outreach Sunday Collection recipients, we solicit nominations from the congregation, in accordance with the specifications set out in the Outreach Sunday Program Description (Addendum SJC-2). Nominations are documented on the Nomination for Outreach Sunday Recipient form (Addendum SJC-4). We invite those who suggest a recipient to an SJC meeting in May to present their case, at which time the meeting attendees vote on each of the suggestions. The top 12 vote-getters become Outreach Sunday recipients for the next church year. Those who suggested a recipient are asked to coordinate each collection (for duties, see the Checklist for Outreach Sunday Coordinator, Addendum SJC-3). The schedule of collections is finalized with the minister to maximize the opportunities for sermon theme tie-ins, minister availability, and integration with other events.
2. **Adopt-a-Highway:** The coordinator(s) of this quarterly event follow the steps in the Adopt-a-Highway checklist (Addendum SJC-6).
3. **Beacon House:** We support this UU urban ministry program in Washington D.C. by providing a liaison, collecting school and holiday donations, and providing volunteers and funds for particular events, such as the annual summer camp picnic. Liaison duties (often assisted by others on the committee) can be found in Addendum SJC-12.
4. **VOICE Participation:** We support the activities of Virginians Organized for Interfaith Community Engagement, which operates in Northern Virginia and effectively engages politicians to enact change for the less fortunate among us.
5. **India Partner School:** We support a small school in northeast India by having sponsors within the congregation provide a yearly donation for each child. The process for doing this is described in Addendum SJC-10, India Partner School Procedure.
6. **Student Peace Awards of Fairfax County:** We support this interfaith/community program that recognizes Fairfax County high school students who have made a substantial contribution to peacemaking and/or conflict resolution. The process for participating in this program is described in Addendum SJC-13. Information for AUUC Youth who may be interested in applying for a peace award is provided in Addendum SJC-14.
7. **Season for Nonviolence:** We participate in this international program from January 30 through April 4, based on the lives of Mahatma Gandhi and Dr. Martin Luther King Jr., to focus on nonviolence efforts in our hearts, homes, communities, and the world. The process for running this program is detailed in Addendum SJC-9, Season for Nonviolence Procedure.
8. **Eleanor Kennedy Shelter Dinners:** We periodically serve dinner to the residents of this homeless shelter, in accordance with the process defined in Addendum SJC-8.
9. **Hypothermia Shelter:** Our church provides a one-week shelter from the cold for the local homeless population. This effort requires the participation of large

numbers of our congregation. The duties of the volunteers are listed in Addendum SJC-11, AUUC Hypothermia Shelter Handbook.

SJC Addenda:

- SJC-1: SJC Leadership Role Responsibilities
- SJC-2: Outreach Sunday Program Description
- SJC-3: Checklist for Outreach Sunday Coordinator including Speaker Guidelines
- SJC-4: Nomination for Outreach Sunday Recipient
- SJC-5: Policy for AUUC Taking a Position on a Social Issue
- SJC-6: Checklist for Adopt-a-Highway
- SJC-7: Script for Outsiders Requesting Financial Assistance
- SJC-8: Homeless Shelter Dinners Process
- SJC-9: Season for Nonviolence Procedure
- SJC-10: India Partner School Procedure
- SJC-11: AUUC Hypothermia Shelter Handbook
- SJC-12: Beacon House Liaison Duties
- SJC-13: Participation Process for Student Peace Awards of Fairfax County
- SJC-14: Information for AUUC Youth about Student Peace Awards of Fairfax County

ADDENDUM SJC-1

Social Justice Committee (SJC) Leadership Role Responsibilities

For Chair (or Point of Contact)

- Check for last month's draft minutes (monthly)
- Prepare & send out agenda and draft minutes (monthly)
- Attend SJC meeting (monthly)
- Send approved meeting minutes from previous month to church administrator for archival (monthly)
- Invite minister or other leaders to attend a meeting (occasionally)
- Check SJC mail box and handle mail (weekly)
- Maintain e-mail list & forward relevant messages to SJC (as needed)
- Write newsletter articles about SJC (as needed)
- Attend Council meeting or designate an alternate (monthly)
- Draft Annual Report, update per SJC comments, send to administrator (annually)

For Publicity Coordinator

- Review & send updated SJC web pages to the webmaster periodically
- Check SJC table & bulletin board, clean and update regularly
- Post upcoming events on bulletin board
- Send articles, as needed, to the newsletter editor and the administrator for the Sunday Supplement or This Week in Accotink
- File external organizations' materials in SJC cabinet and keep it organized

For Outreach Sundays Program Manager

- Send the Outreach Sunday checklist to the Coordinator (2 months ahead)
- Get final Outreach collection total from Finance, collect checks written to the outreach organization, & submit check request
- Write letter to Outreach recipient and mail it with checks (monthly)
- Notify SJC chair of the collection amounts for agendas (monthly)
- Ask for Outreach nominations from congregation in March and April. Ask those with nominees to attend May SJC meeting to present their charity (annually)
- Keep checklist and nomination form up-to-date (as needed), posting them online in the Policies and Procedures Manual
- Coordinate Outreach schedule with minister (annually)
- Send Outreach schedule to the Board and Council for information, and post it online (annually)

For Budget Director

- Draft budget, update per SJC comments, submit to Council or Finance (annually)
- Check budget for items that are due & put them on agenda (monthly)
- Submit check requests and send checks for approved items (as needed)
- Keep track of current remaining budget for SJC and for Burke Fund (monthly)
- Have SJC vote on budget expenditures

ADDENDUM SJC-2

OUTREACH SUNDAY COLLECTIONS

DEFINITION

Outreach Sunday collections are specifically designated outreach offerings collected simultaneously with the regular church offering on one Sunday of each month throughout the calendar year.

PURPOSE

Donations to “Outreach Sunday” collections are used outside of AUUC to aid organizations, programs, and activities which promote, in local, regional, and wider communities, the Unitarian Universalist principles of social justice, namely:

- “The inherent worth and dignity of every person”
- “Justice, equity, and compassion in human relations”
- ”The right of conscience and the use of the democratic process ...”
- “The goal of world community with peace, liberty, and justice for all”
- “Respect for the interdependent web of all existence of which we are a part”

HISTORY

For decades, churches have often devoted significant portions of their operating budgets to support “mission” or “outreach” programs to serve the less fortunate beyond their walls, e. g., schools, hospitals, clinics, soup kitchens, recreational activities, counseling centers, etc. AUUC’s all-church visioning effort in 1995 and congregational surveys since then indicated that members wished to have this church, too, reach outside to translate our UU principles into actions.

One result of this congregational interest was the establishment of Outreach Sunday collections, modeled on a successful social justice program of the Mount Vernon Unitarian Church. It is intended to give members and friends varied opportunities to make voluntary contributions to social justice (including environmental) organizations, programs, and activities in our local, regional, and wider communities. Furthermore, it is meant to “shine a light” on social justice needs, to help educate this community of faith about some of those needs, and to hold social justice at the forefront of our thinking and action in keeping with our rich Unitarian Universalist heritage.

PROCESS

Each year the Social Justice Committee will solicit suggestions from members and friends and develop a general plan for the twelve Outreach Sunday collections ahead to achieve a balance among the organizations, programs, and activities which AUUC will assist financially. This balance will be achieved by including a mix of ...

- ❑ UU-related and non-UU-related organizations,
- ❑ Local, regional, and national/international communities, and
- ❑ Types of social justice issues.

Generally, beneficiaries will ...

- ❑ Be not-for-profit (IRS code 501(c)3) organizations so that personal donations may be tax-deductible.
- ❑ Not be large and/or high profile organizations which conduct mass public appeals for funds.
- ❑ Be non-partisan.

In any instance in which funds from Outreach Sunday collections are used directly to assist specific persons or families in the surrounding local community, those persons or families shall have been identified by or referred to AUUC by a local school, community organization, or social service agency which is familiar with their needs.

ADDENDUM SJC-3

Checklist for Outreach Sunday Collections

✓	Timeline	Action
	2-3 months ahead	Plan for speaker or presentation. Give “Guidelines” to the speaker. Mention the radio interview opportunity.
	2-3 months ahead	Contact Rev. Scott to coordinate plans for the service. Provide him with the speaker’s name and contact information.
	3-4weeks before the collection (by the 20 th of the month prior to the collection)	Email article to newsletter editor Toni Acton, jacton1@cox.net describing the organization and collection date. Mention that checks should be payable to AUUC with a note in memo line; checks can also be mailed to church office.
	2-3 weeks ahead	Email brief article for <i>This Week at Accotink</i> to Katie Cooke, administrator@accotinkuuc.org
	By 10 am Wednesday – 11 days before Outreach Sunday	Provide insert for the Sunday Order of Service to Katie Cooke, administrator@accotinkuuc.org
	Sunday before collection	Assist ushers in placing inserts in Orders of Service if needed.
	Week before Outreach Sunday	Line up 2 volunteers to count money on Sunday.
	Outreach Sunday	Put display/poster on easel near sanctuary entry. With ushers, place inserts in Orders of Service.
	Outreach Sunday	If Rev. Scott is not including the speaker as part of the service, give a written announcement to the Board Greeter prior to the service for introduction of speaker.
	Outreach Sunday	Immediately following the collection, count money or have your designated volunteers do so. Complete two copies of special Outreach Collection form. (Blank forms are in the SJC mailbox.) Place one copy with cash and checks in an envelope and deposit in safe. Place second copy in SJC mailbox.
	After Outreach Sunday	Provide contact name and address of where to send the funds to Nancy Davis, ndavis2@cox.net
	After Outreach Sunday	Email Katie with “thank you” announcement for next Sunday’s Order of Service. Mention collection total (will be an approximate \$ amount).
	After Outreach Sunday	Email thank you to guest speaker. Mention checks will be mailed in about 4 weeks. (May include preliminary \$ amount.)
	After the collection (by the 20 th)	Send brief newsletter article with final collection total

	of the month)	and congregational thank you to Toni Acton, jacton1@cox.net
--	---------------	---

THANK YOU for sponsoring an Outreach Sunday Collection!

Notes:

1. If there is a special speaker/presentation, you must notify Rev. Scott so that the appropriate time can be allocated in the order of service and possible connections made with the worship theme. The presentation should be before the offertory.
2. The deadline for newsletter articles is the 20th of each month. Email articles to Toni Acton, jacton1@cox.net
3. Send blurbs for *This Week at Accotink* to Katie Cooke, administrator@accotinkuuc.org by mid-week for the upcoming Thursday/Friday edition.
4. The Sunday Supplement/Order of Service deadline is 10 a.m., Wednesday. Email the insert to the Katie Cooke, administrator@accotinkuuc.org so she can make copies for two services – the week before and the week of the collection.

Guidelines for Outreach Sunday Speakers

Coordination with the minister often leads to his being able to incorporate the speaker and mission of the organization into the sermon and/or service. If there is not a direct sermon tie-in to the collection, the time allocated for the speaker or presentation will be either during the announcements at the start of the service or just before the offertory.

Speakers' remarks should:

- 1) Focus on why you work for the organization, what the organization does, and why we should contribute
- 2) Describe what the money we donate will be used for
- 3) If possible, connect the organization to someone in the congregation to put a personal face on it
- 4) Make a connection with the worship theme of the service, as appropriate
- 5) Please limit remarks to **3 to 4 minutes** or 500 words (unless specified differently by the minister)
- 6) If you can, plan to stay after the service to talk informally with the congregation

Radio Interview:

We invite you to be a guest on Dan Michael's "Main Street Universe" radio network. This venture is new at Accotink, and provides us the opportunity to interview folks on

as of July15, 2013

blog-talk radio to create more programming and a chance for deeper engagement with you and your organization. When the show has been recorded, it will be available as both a link and an mp3 that we can all use to get the word out about your programs. Our Accotink Unitarian Universalist Church website and all our social media will be used to bring people to the interview and to our various platforms.

Rev. Scott Sammler-Michael will make the interview arrangements and answer any questions.

Thank you for the time you spend with our congregation. Your talk informs our congregation about your organization, and also makes a difference in the amount of funds collected.

ADDENDUM SJC-4

NOMINATION -- Outreach Collection Recipient

Please submit this form by **May 1** to Nancy Davis preferably via email: ndavis2@cox.net or to the Social Justice Committee mailbox

Outreach Sunday Collection Recipients **must be:**
 non-partisan
 non-profit 501(c)3 organization
 not a large and/or high-profile organization that conducts mass public appeals for funds

Today's date: _____ Your name: _____

Name of Organization: _____

Organization's Web Site: _____

Who/what do they help: _____
 (environment, homeless, disabled, veterans, at-risk children)

Impact of Efforts: _____
 (e.g., How many do they help per year, what effect have they had)

Annual Budget or Revenue (if available): _____

Primary Sources of Income (government, corporations, individuals, etc.):

Geographic Scope: _____
 (e.g., Fairfax County, DC Region, State-wide, National, International)

Characteristics	Yes	No	Comments
Non-Profit, a 501(c)3 org			
Does mass fundraising			
Non-Partisan			
Well-known to general public			
UU-specific			

You are invited to attend the May 16th Social Justice Committee meeting when all nominations will be discussed and a vote for the twelve organizations will be taken.

If this organization is selected as a recipient, we ask that you help in the following areas:

- ❑ Spearhead publicity (newsletter article, This Week at Accotink announcement, order of service insert and announcements, wrap-up/thank you articles)
- ❑ Work with organization to arrange for a speaker on the day of the Outreach Collection
- ❑ Coordinate speaker plans in advance with Rev. Scott
- ❑ Assist with counting money and completing monetary collection form

ADDENDUM SJC-5

Policy for AUUC Taking a Position on a Social Issue

Adopted on November 8, 2004

1. **PURPOSE:** The purpose of this policy is to establish a procedure for AUUC to take a position on a social issue.

2. **BACKGROUND:** It is a generally accepted premise that an opinion expressed on behalf of an organization carries more weight than an opinion expressed by an individual or individuals within an organization. In this context there are occasions when it would be desirable to express the opinion of AUUC as a congregation.

However, it must be recognized that having the congregation take a position on a social issue is not without peril. Any position worth putting before the congregation may be both divisive and time-sensitive; therefore, it is very important for the congregation to be satisfied that a position on a social issue was approved by an overwhelming majority of the congregation in an orderly and democratic manner.

This policy describes the procedure to be followed whenever a member of the congregation proposes to the Social Justice Committee a position on a social issue for congregational approval.

3. **POLICY:** Any member of the congregation may present a written statement to the Social Justice Committee for a position on a social issue they would like for the congregation to approve. The wording of the statement may be modified at any point during this process. The Social Justice Committee must approve the statement by a vote of 80 percent of the members present in order for the statement to be accepted by the Social Justice Committee. If not accepted by the Social Justice Committee, the member may present the proposed position to the Board of Trustees on their own.

Upon SJC acceptance of the statement, the initiator of the statement, in conjunction with the Social Justice Committee, shall insert an article with the statement's text in the congregation's Newsletter. The information item shall continue to appear in the Newsletter as long as the statement is under consideration within this process.

The SJC-accepted statement shall be submitted to the Board of Trustees and must be approved by 80 percent of the members present in order for the statement to be accepted by the Board of Trustees.

If the Board approves the statement, it will next go to the congregation. At this point, it is important that the minister express his or her opinion on the issue. This can be accomplished by either a sermon or other forms of communication. At least one open discussion meeting shall be held to allow all members of the congregation to discuss the issue and suggest word changes.

as of July15, 2013

To finalize congregational acceptance of the statement, the Board of Trustees shall call a Special Meeting (or include a vote on the issue during the AUUC Annual Meeting) in order to determine whether or not the congregation endorses the proposed position on the issue. The same rules that apply for the Annual Meeting would apply for the Special Meeting, except that the statement must be approved by 80 percent of the members and proxies present.

[signed Anna V. Cochrane]

Recording Secretary

ADDENDUM SJC-6

Checklist for Adopt-a-Highway

Set Date(s): Normally 6-9 months in advance

Try to be consistent

First Saturday in December, March and June

First Saturday after minister returns in August to preach OR

First Saturday after Labor Day

Adopt-A-Highway takes place early in the day on Saturday (8 am) in order to be completed before some other activities (sports, shopping) normally begin.

Public Relations:

Newsletter: copy in each of two newsletters before event

Order of Service: Sunday Supplement announcement two weeks before

This Week at Accotink listing one week before

Call the calling list (maintained by POC) in week before event

Divide up the list among 2-3 people

Publish the updated call list to the calling team a week before event

Quick calls with basic details only are required

Coordinate responses to ensure large enough teams

Note: These calls are also very useful for reconnecting with folks who have not been active recently in church. They are good stewardship. You are calling about something that has been identified as a person's passion—and you aren't asking for money.

Note: Reminder calls are probably the key to continuing success of Adopt-A-Highway.

Supplies:

Bags and Vests: Stored by coordinator

Be sure that there are at least 25 bags and vests on hand for each collection.

Contact VDOT Cinderbed Road office for more supplies

703-339-5556

Spare Gloves: Stored by coordinator

Sticks with nails: Stored by coordinator

Pick Up Day:

Start with a safety briefing. The outline is available on the VDOT website.

Issue a bag to each person as well as safety vest.

At end of clean up, get a bag count.

This can be done by having team leaders report back OR

By driving the road and counting (easier).

Reports:

- Monday afterward: Go online at VDOT website and fill out Adopt-A-Highway Report
Adopting Agency is Accotink Unitarian Universalist Church
Road Section Adopted is Huntsman Boulevard, Keene Mill Road
to Fairfax County Parkway, Fairfax County.
Permit Number is A47000718
Points of Contact are the two coordinators
(VDOT should send email confirmation back after pick up.)
Call VDOT Cinderbed Road office to arrange for pickup of bags
- Tuesday afterward: Prepare thank you Sunday Supplement item and submit to church
- Week afterward: Prepare thank you newsletter item.
Update the call listing.

Long Term Considerations:

- The permit must be renewed every two years.
VDOT 'processes' the paperwork.
They are often behind the time line.
Accotink maintains the 'right' to adopt if we continue to report a cleanup four
times a year.

ADDENDUM SJC-7

Script for Outsiders Requesting Financial Assistance

[Note: If members or friends of AUUC make a request for financial assistance of some sort, they should be referred to the minister.]

When someone from outside our congregation makes a request for financial assistance from the SJC, the response should be that we do not have the resources to provide that kind of assistance, but we can refer them to the church office. The minister has discretion to help, or the administrator can refer to any of the following who may be able to help:

- County services have many resources and a coordinator can provide information and direct you to the appropriate agencies for help. The Fairfax County coordinator's number is 703-222-0880 (or 703-631-6366 for Spanish). To get contact numbers for any other county, call 800-230-6977.
- The Ecumenical Community Helping Others (ECHO) provides temporary or emergency assistance, including food, clothing, household items, transportation and financial support to about 1,000 families a year. ECHO is located at 7205 Old Keene Mill Rd Springfield. Telephone: 703-689-9160. Hours of Operation: Monday through Friday, 9:30 AM to 12:30 PM; and EVENINGS Tuesday, Wednesday, and Thursdays 7:00 - 9:00 PM.
- Lorton Community Action Center (LCAC) provides food, financial, furniture and clothing assistance to individuals and families to prevent homelessness. LCAC provides services and programs to the people living in the following zip codes: 22079, 22199, 22122, and the southern portion of 22060. LCAC is located behind the Lorton Library at 9518 Richmond Highway. Telephone: (703) 339-5161. Hours of Operation: 8:30 am - 12:30 pm, Monday – Friday.
- Salvation Army provides assistance for food, utilities, rent, housing and other needs as determined by need and the availability of resources to meet that need. For assistance, call the Social Services Director, [Judy Morsberger](#) for an appointment at 703-385-8700 ext. 23. The closest Salvation Army facility is located at 4915 Ox Rd, Fairfax. Telephone: 703-385-8700. The thrift store is located at 6528 Little River Turnpike Alexandria, VA 22312. Telephone: 703-642-9270.

ADDENDUM SJC-8

Homeless Shelter Dinners Process

Purpose: In order to aid the homeless population in Fairfax County and to provide volunteer opportunities for the AUUC congregation, the Social Justice Committee began a program of serving periodic dinners to homeless shelter residents in 2011.

Location/Contacts: Dinners are served at the Eleanor Kennedy Shelter, 9155 Richmond Highway (one-half block north of the intersection of Route 1 and the Fairfax County Parkway). Phone 703-799-0200. The cooks (as of Sept 2011) are Carolyn and Tiny. The volunteer coordinator for New Hope Housing, who handles this activity is Chris Bramante, 703-786-0704(cell), cbramante@newhopehousing.org.

Note: The shelter is hard to find! The entrance is a driveway between trees that heads down a small hill to a brick building. There is **no sign** for the shelter, except on the building itself. From the Fairfax County Pkwy, turn left on Rte 1 and take the second driveway on the right – just **before** the Tulley Gate sign to Fort Belvoir **before** the first light. There is a small parking lot in front and another one behind the building, where the back door to the kitchen is located.

Population Served: This all-day shelter houses 38 men and 12 women. They have an additional trailer for overnight shelter only, where the population varies depending on the weather (about 20 in the winter). For dinner, they usually have between 50 and 75 people (includes staff and extras for about 10 Mondloch House residents up the street). We can call them close to the date and they can give us a better guess as to the expected count.

Note: This is an adults-only facility; no one under 18 is allowed on the premises.

Meal Planning: Plan on serving the same entrée for everyone, plus a salad, side dish vegetable, bread (garlic bread is a favorite), and a variety of desserts such as pies and cakes. The cooks can provide drinks but would welcome us bringing drinks too, such as iced tea, lemonade, and sodas. As to desired entrees, favorites are spaghetti, lasagna, chicken, or fish. They get a lot of pork, so that is not a good option. Many residents have high blood pressure, so low sodium foods are requested (they can salt at the table if desired). The kitchen has 2 large ovens and 2 large convection ovens, so we can cook or reheat everything at once. Dinner is served from 4:00 to 6:00 pm, including clean-up.

Procedure:

1. Recruit a committee or group of 5 or 6 people to advertise and be the servers onsite – only 2 people needed around 2:30 to start cooking and preparing the meal; 3 others needed at 3:30 pm to serve and clean-up.
2. Select a date and confirm that it is OK with the New Hope Housing Volunteer Coordinator. Obtain from the coordinator an estimate of the number of guests to be served.

3. Decide on the menu and quantities of food. Determine collection point(s) for food not provided by volunteers – can be delivered to shelter that day or to volunteers ahead of time.
4. Prepare publicity – Create an online signup sheet for the food (Sign-up Genius is easy to use.) Write articles for the newsletter, Order of Service, and This Week at Accotink and send to the editors. Create a flyer announcing the dinner to send to the Volunteer Coordinator to be posted at the shelter so residents will be encouraged to partake. (This enhances the probability of more guests to serve, and thus fewer leftovers.) Do additional Sunday morning announcements as needed.
5. Show up at 2:30 to prepare or at 3:30 to serve the meal. Park in back of the building. A cook or staff member can help with any questions in the kitchen.
6. Logistics – Plastic gloves must be worn by all those handling food in the kitchen. The serving tray warmers must have water in them and be turned on in advance of serving. Servers place cooked food and salad on guest plates. Guests serve themselves drinks and dessert from individual small plates/bowls set out on the shelves. Additional plates must be prepared and wrapped for late-arriving guests who have signed up in advance for this. All leftovers are wrapped and stored in the refrigerator. If you run out of any food, check their refrigerator for substitutes.
7. Write follow-up publicity to thank all who served or provided food. Give final accounting of what happened to the Social Justice Committee.

Examples of previously served dinners:

- Lasagna (six 13x9 pans, one vegetarian), broccoli (12 bags), salad (2 large bowls), garlic bread (4 Italian loaves), brownies, cookies, lemonade and iced tea. **Note:** Lasagna took only about 30 minutes to cook in the convection ovens.
- Enchilada casserole, Spanish rice, salad, homemade wedding cookies and cake.
- Lasagna, green beans, salad, bread, and dessert.
- Beef stew, cornbread, salad, cherry cobbler, apple pie, ice cream (a rare treat and big hit).

ADDENDUM SJC-9

Season for Nonviolence Procedure

DATES	ACTIVITIES	PEOPLE INVOLVED
Sept. – Dec.	Talk to previous leader and review documents from preceding years, meet with minister to discuss ideas, set plan for the whole season	Current leader, previous leader, minister
Dec. – Jan.	Write newsletter article about the SNV for January, create pledge and brochures for daily affirmations. With help from the Social Justice Committee, gather volunteers for readers. Choose weekly readings to be read during Chalice Lighting each Sunday during the SNV. Discuss putting weekly affirmations in the Order of Service with Administrator. Put affirmation and pledge booklet online.	Leader, Social Justice Committee, Newsletter Editor, Church Administrator, and Web Administrator
January	Kick-off Service – closest to Jan 30	Leader and assistants
February – first of April	Weekly Readings	Leader, volunteer readers
One Sunday option	Student Peace Award Leader to present this year’s Student Peace Award winners during service.	Student Peace Award Leader and possibly others
One Sunday option	Informal Story Time/Book Sharing: Nancy Davis has created a list of books for children and adults related to peace-making and bullying. A volunteer can read these to the children on a blanket after the children eat at a brunch. The list can be distributed via copies available at the readings and online.	Volunteer reader with support from DLE and Web Administrator
One Sunday option	Faith Activity during Children’s RE: Use the Children’s Pledge and Children’s Affirmations to discuss the Season for Nonviolence during a Faith Activity.	Leader and volunteer
Sunday closest to April 4	Thank all the participants as a part of the final reading	Leader

ADDENDUM SJC-10

India Partner School Procedure

India Partner School: We support a small school in northeast India by having sponsors within the congregation provide a yearly donation for each child. We committed to sponsor 23 children at a current rate of \$40 (includes transfer fees). The process for doing this is as follows:

- a. **Notify:** email Finance person in late May that money will begin to flow into special account.
- b. **Children and Youth:** for several years the Youth group and separately the children have sponsored one child each; coordinate with the Director of Spiritual Development and the respective committee chairs/leaders in May.
- c. **Recruit sponsors:**
 - i. Newsletter articles and Order of Worship blurbs in June, July and September
 - ii. Verbal announcements at nUUners
 - iii. Verbal announcements at youth programs if needed.
 - iv. Check with Finance at the end of July for a list of sponsors and amount in account; enhance publicity in August and September if needed.
- d. **Collect funds:** checks to AUUC only with Mawkria in memo line via collection plate or flow into the office.
- e. **Funds Transfer:**
 - i. Check the transfer dates at <http://www.uupcc.org/oldsite/transfer.html>; plan to mail the check a month prior to transfer month.
 - ii. Once a minimum of $\$40 \times 23 = \920 is collected (more is okay!), request a check from Finance (with a list of donors and amount), complete funds transfer form (http://www.uupcc.org/oldsite/forms/2011_travelform.pdf), and mail with check to the UUPCC (UU Partner Church Council).
 - iii. E-mail contact in India with details.
- f. **Thank You:** Submit a newsletter article and thank each sponsor by name and number of students sponsored if more than one.

ADDENDUM SJC-11

AUUC Hypothermia Shelter Handbook

General Guidance

1. Welcome the guests and make them feel at home.
2. Refer any guests' complaints / issues to FACETS.

AUUC House Rules

1. Our sleeping capacity is 30 guests. FACETS will start referring individuals to the Bailey's Crossroads Shelter after we reach 25 guests.
2. Food is not allowed downstairs per a request from Spring Mar Pre-School.
3. Guests are not allowed to sleep downstairs.
4. The office door should remain locked.
5. Guests should enter and leave through the foyer entrance.
6. Guests may not exit through Blue Room doorway.
7. The side door will be locked at 5:30 pm after volunteers report in/drop off food.

Van Sign-up – Organize Each Evening

A sign-up sheet should be used to organize the morning van runs. **The FACETS Coordinator should manage the sign-up and ensure that each guest has transportation in the morning.** The shelter captain must make sure that this happens. Guests must sign-up for either the first or second van run in the morning. This will prevent confusion in the morning. It will also prevent all of the guests from trying to get on the later van run.

Lunch Sign-up

During and after dinner, prepare a sign-up sheet to identify which guests want a bag lunch. This will reduce waste.

Heat / Thermostat Settings

The church uses a programmable thermostat. The normal schedule should be disabled for the shelter week. Check thermostat and adjust as needed to comfortable temperature. The gallery gets cold at night. Dress in layers.

Important Times

Guest Arrival: Beginning around 5:30PM

Guest Departure: 7:00 AM

Dinner: Around 6:30 PM

Lights Out: 10:00 PM

Guests Wake Up / Breakfast Starts: between 5:00 and 6:00 depending on van departure times.

Van Departures: Time first departure (5:30 am Tues-Fri) so the second departure occurs at 6:50 AM.

Volunteer Shift Changes

- 5:00 PM – Evening Volunteers Arrive
- 10:00 PM – Overnight Shift #1 Volunteer Arrives
- 1:00 AM – Overnight Shift #2 Volunteer Arrives
- 5:00 AM – Morning Volunteers Arrive (earlier if requested to fix breakfast)

Daily Shelter Timeline

Opening the Shelter

The hypothermia shelter opens at 5:30 PM. Evening volunteers should be on-site by 5:00 PM to prepare the venue for guests and to interact outside with guests who may arrive early. Guests must wait until 5:30 PM to enter the building.

- ❖ Volunteer Registration: (5:00 – 5:30 PM)
 - Volunteers sign-in
 - Provide nametags for volunteers (first name only)
- ❖ Guest Welcome: (5:30 ~ 7:00 PM)
 - Set-up a table in the foyer for FACETS
 - Set up pre-meal snacks in front area
 - Prepare for any entertainment (books, puzzles, TV, etc.)
 - If guests are waiting outside before 5:30, volunteers may take hot chocolate, decaf coffee or snacks out to guests and keep them company outside
 - Direct guests to dining area after guests check-in
 - Assist guests with questions and concerns

Shelter Operations

- ❖ Music
 - Play classical or soft music in the sanctuary. Music should start around dinner and play until the guests are asleep. Instructions to CD player operation are posted on wall next to equipment; stack of CD's are in Sound Room, around the corner on shelf.
- ❖ Outside Grounds Checks (outside the building)
 - As needed
 - Two volunteers should perform the checks
 - Inform FACETS staff of anything out of the ordinary
- ❖ Bathroom Checks
 - Once per hour and as needed based on usage
 - Ensure guests are not spending too much time in the bathroom. This is a sign that the guests may be sick or not feeling well. Notify FACETS staff if there are concerns.
 - Ensure supplies are adequate
 - Gather and remove trash

❖ Room Checks

- Monitor any rooms with guests
- Report any concerns to FACETS staff
- All rooms downstairs, except the room with the TV, should be locked at all times.

Dinner Service

- Volunteers serve food for guests and volunteers
- Volunteers share meal with guests. *Please make sure all guests have been served before volunteers eat.*
- Volunteers continue coverage of venue (as listed previously)
- Volunteers clean food service areas and store dinner tables
- Prepare few extra meals for late arrivals.

Entertainment / Social Time

- Maintain hot beverages and snacks in gallery (no caffeine for guests); caffeinated beverages for volunteers should be stored in the kitchen
- Set-up puzzles, games, etc.
- Set-up the television and monitor viewing area
 - Hook-up instructions and channel listing are taped to TV cart
 - The television should be put back in the closet each night
 - Guests will be asked to return upstairs at 10:00 for lights out
 - The room should be cleaned for Spring-Mar
- Monitor smoking area, clean-up as needed
- Set-up sleeping area and work with FACETS to issue bed rolls
- Clean downstairs room in preparation for Spring-Mar. Close and lock the room.

Quiet Time / Lights Out

- Maintain decaffeinated hot beverages in the gallery; caffeinated beverages for volunteers in the kitchen.
- Monitor smoking area, clean-up as needed
- Active listening with guests (while encouraging them to go to sleep)
- Bathroom checks hourly
- Inside and outside venue checks as needed
- Trash gathering and disposal
- Quiet talking among volunteers (so as not to disturb guests sleeping)

Breakfast and Departure Time

- Begin breakfast preparation and service (quietly so as not to wake guests)
- Make coffee, heat water and set-out milk, cold cereal, oatmeal packets, fruit, granola bars, muffins by 5:00 for guests leaving on first van run
- Help FACETS staff in waking up guests- if requested
- Assist guests to breakfast
- Assist guests in gathering belongings - if requested by guests
- Assist guests in folding up sleeping mats and blankets and storing them - if requested by guests

- Monitor smoking area, clean-up
- Coordinate guests getting into vans on time
- Bathroom check and clean-up
- Venue should be cleared and empty by 7:00 AM

Clean-up and Set-up

- Unlock downstairs rooms, ensure downstairs is ready for Spring-Mar
- Clean kitchen and check supply levels
- Clean bathrooms and check supply levels
- Clean smoking area, empty ashtray buckets
- Clean gallery, sanctuary and foyer

ADDENDUM SJC-12

Beacon House Liaison Duties

- a. Attend liaison meetings scheduled periodically at Beacon House
- b. Coordinate Accotink efforts for the summer camp picnic
- c. Coordinate summer school supply drive, record the donations, and deliver the supplies to Beacon House. Provide updated information about online school supply donations.
- d. Coordinate the holiday gift collection and deliver the gifts to Beacon House prior to Christmas
- e. Work with the Lifespan Education Committee to support donations to the Mitten Tree and insure delivery to Beacon House in December/January
- f. Provide publicity for all of these programs through the Sunday Supplement, This Week in Accotink emails, monthly AUUC Newsletter, SJC bulletin board in the gallery, AUUC website as appropriate.
- g. Communicate to church members any pertinent news about and needs for Beacon House

ADDENDUM SJC-13

Student Peace Awards of Fairfax County – Participation Process

Any member or friend of AUUC may volunteer to participate in this program.

Volunteers become members of the broader Peace Award Committee, which consists of representatives from all sponsoring organizations (14 groups in 2013, including AUUC).

- Receive periodic emails with guidelines for specific responsibilities from Peace Award Committee leadership (September/October)
- Serve as representative to a specific high school, generally communicating with Career Center or Counselor who will make the selection of their school's recipient
- Submit check request and mail sponsorship check annually (January)
- Communicate with student recipient and assist with writing his or her biography (February)
- Host the student and their family at the annual award reception (first Sunday in March)
- Attend the annual Peace Award Committee meeting to assess previous year and make plans for next year's program (April, held at Herndon Friends Meeting)
- Make arrangements with the school to attend and present the Peace Award certificate to the recipient at the high school awards program (May/June)
- Submit articles to AUUC newsletter and other outlets to keep the congregation informed of current year's recipients, organization sponsors and program details
- Periodically inform AUUC youth and their families of this award

ADDENDUM SJC-14

Student Peace Awards of Fairfax County – Information for AUUC Youth

This school year all Fairfax County public high schools and many private high schools in the county are invited to select one student from their school to receive the Student Peace Award of Fairfax County. Accotink UU Church is one of the 14 award sponsors, recognizing the importance of promoting peace as affirmed in our seven principles, particularly # 2, “Justice, equity and compassion in human relations” and # 6, “The goal of world community with peace, liberty, and justice for all.”

Each school has their own procedure to select an award winner. Some schools ask students to complete an application form; other schools have a committee that nominates the student they believe is most eligible for the award. All schools are given the same guidelines and the same deadline for the selection process.

Guidelines for the award

Schools are asked to select a student who has worked specifically for peace or conflict resolution (as opposed to participating in charitable or social activities). These are some examples:

- Demonstrated commitment to peace by engaging in activities that strive to end conflict either locally or globally.
- Demonstrated efforts to discuss or otherwise resolve potentially controversial issues within the school or community in order to bring about positive resolutions to those issues.
- Demonstrated efforts to promote the understanding of divisive issues and situations in order to bridge language, ethnic, racial, religious, gender, sexual orientation, or class differences.
- Demonstrated efforts to resolve conflicts among students or members of the community who feel isolated or alienated.

Basic Information about the Student Peace Awards of Fairfax County:

- Each high school may select one junior or senior student to receive the award
- Schools must make their decisions before Thanksgiving Break, so interested and eligible students should speak with their counselor or Career Center director in the early-mid October timeframe
- Each award recipients will receive \$100, a framed certificate, and will be notified early enough to include this honor in college and job applications
- Award recipients from all the Fairfax high schools will be invited with their families to a reception in their honor in March, 2013
- Additional information is available online
<http://www.herndonfriends.org/PeaceAwards>
- If you have any questions, talk with Nancy Davis, Kitty Riordan, or Kathy Shinal at AUUC.

If you are interested and have been involved in peacemaking activities, we encourage you to talk with your school counselor and/or Career Center director in October about this Peace Award. Find out how your school selects their Peace Award recipient. Relate to your counselor the peacemaking activities in which you are involved, and request to be considered as one of the nominees for your school.