



# First Universalist Church of Minneapolis Leadership Handbook

2/1/2015

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## **The Mission, Vision, and Practices of First Universalist Church**

In the Universalist Spirit of Love and Hope, we Give, Receive, and Grow into Love's People.

Love's people welcome, affirm, and protect the light in each human heart:

- Through pastoral care in times of need, for people of all ages.
- Through honoring and valuing all families.
- Through worship services that involve and speak to all ages.
- Through our Circles, Wellspring Groups, and Racial Justice Circles – where we create sacred spaces for individuals to be heard and seen.
- Through welcoming and housing homeless families in our church through Families Moving Forward - a program of Beacon Interfaith Housing Collaborative.

Love's people act outside of these walls:

- Through the House that Love Built project and our partnership with Habitat for Humanity.
- Through our partnership with youth at Augsburg Fairview Academy as we support their vision of a food and clothing closet; additionally, we serve as classroom aides and tutors.
- Through our racial justice work and actions.

Love's people listen deeply to where Love is calling us next:

- Through our commitment to racial justice.
- Through our Circles, Wellspring Groups, and Racial Justice Circles - where we create sacred spaces for deep listening and discernment.
- Through programming across the lifespan – as we equip all ages to listen deeply to where love is calling them next.
- Through Worship services that take us deep, helping us ask the right questions, and teaching us to listen with the ear of the heart.

## **First Universalist Church Building & Office Hours**

### **Sunday Services and Religious Education**

September – May: 9:30 AM and 11:15 AM

May – Labor Day: 10:00 AM

### **Office Hours**

Monday – Thursday: 8:30 AM to 8:00 PM

Friday and Saturday: Closed

Sunday: 9:00 AM to 1:00 PM

### **Building Hours**

Monday – Thursday: 8:30 AM to 9:00 PM

Friday and Saturday: Building is open to groups with approved reservations and a member of staff present.

Sunday: 9:30 AM to 4:00 PM

### **Observed Holidays (Office is closed)**

New Year's Day

Rev. Dr. Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

½ Day Christmas Eve

Christmas Day

## Church Staff

Staff Member	Extension	Email
Senior Minister: Justin Schroeder	102	<a href="mailto:justin@firstuniv.org">justin@firstuniv.org</a>
Minister of Program Life: Jen Crow	103	<a href="mailto:jen@firstuniv.org">jen@firstuniv.org</a>
Minister of Membership & Adult Ministries:		
Elaine Aron Tenbrink	124	<a href="mailto:elaine@firstuniv.org">elaine@firstuniv.org</a>
Minister of Worship Arts and		
Coming of Age Program: Ruth MacKenzie	127	<a href="mailto:ruth@firstuniv.org">ruth@firstuniv.org</a>
Minister Emeritus: John Cummins	n/a	
Director of Choral Arts: Randy Buikema	n/a	<a href="mailto:randy@firstuniv.org">randy@firstuniv.org</a>
Children's Choir Director: Colleen Schafly	n/a	<a href="mailto:colleen@firstuniv.org">colleen@firstuniv.org</a>
Pianist: Jerrod Wendland	n/a	<a href="mailto:jerrod@firstuniv.org">jerrod@firstuniv.org</a>
Membership Support: Sandy DiNanni	VM1080	<a href="mailto:sandy@firstuniv.org">sandy@firstuniv.org</a>
Director of Children, Youth, & Family		
Ministries: Lauren Wyeth	111	<a href="mailto:lauren@firstuniv.org">lauren@firstuniv.org</a>
CYFM Program Assistant: Paula Goldade	109	<a href="mailto:paula@firstuniv.org">paula@firstuniv.org</a>
Program Assistant to Coming of Age: Emma Stout	n/a	<a href="mailto:emmastout@firstuniv.org">emmastout@firstuniv.org</a>
Senior High Coordinator: Emma Paskewitz	n/a	<a href="mailto:emma@firstuniv.org">emma@firstuniv.org</a>
Director of Operations: Diane Gavere	104	<a href="mailto:diane@firstuniv.org">diane@firstuniv.org</a>
Communications Manager: Heidi Johnson	110	<a href="mailto:heidi@firstuniv.org">heidi@firstuniv.org</a>
Assistant Finance Administrator: Brad Schmidt	100	<a href="mailto:brad@firstuniv.org">brad@firstuniv.org</a>
Office & Events Manager: Bree Mattson	106	<a href="mailto:bree@firstuniv.org">bree@firstuniv.org</a>
Administrative Assistant: Chelsea Bertsch	107	<a href="mailto:chelsea@firstuniv.org">chelsea@firstuniv.org</a>
Facilities Manager: Tracy Van Epps	117	<a href="mailto:tracy@firstuniv.org">tracy@firstuniv.org</a>
Senior Cleaning Custodian: Tim Ewing	n/a	
Sound System Operator: David Kellerman	n/a	<a href="mailto:david@firstuniv.org">david@firstuniv.org</a>

## First Universalist Church Board of Trustees 2014-2015

David Bach – President: [boardchair@firstuniv.org](mailto:boardchair@firstuniv.org)

Karin Wille – Vice President

Pam Vincent – Secretary

Dick Niemiec – Treasurer

At large:

Jill Braithwaite

Eric Cooperstein

Cindy Marsh

Richard Spratt

Lark Weller

### Governance Committee Members

Lark Weller, Chair; Cindy Marsh, Richard Spratt, Jill Braithwaite, David Leppik and Karin Wille

### Finance Committee Members

Dick Niemiec, Chair; Eric Cooperstein, Cindy Marsh, Lianne Knych and Karin Wille

### How to Make a Room Reservation

- 1) Go to <http://firstuniversalistchurch.org/>
- 2) Hover over the “News” tab and click the link to the Space Use Calendar to see if your desired room and/or date is available.
- 3) After choosing your room and date go to <http://firstuniversalistchurch.org/space-request-form/>
- 4) Fill out the form and hit the “Send” button.

If you need any help or have additional questions, contact Bree Mattson at [bree@firstuniv.org](mailto:bree@firstuniv.org) or Chelsea Bertsch at [chelsea@firstuniv.org](mailto:chelsea@firstuniv.org).

### **Use of Equipment & Supplies**

Church Equipment such as TV/DVD/VCRs, overhead projectors, slide projectors, portable screens, easels, clipboards, etc. are available. You can request any of these items in your space request or contact Bree Mattson at [bree@firstuniv.org](mailto:bree@firstuniv.org). Please return all equipment to the office if Tim or Tracy are not available.

### **Heating, Air Conditioning, & Sound Equipment**

All heating and air conditioning controls will be set by church staff prior to all scheduled meetings to ensure a comfortable environment. Please do not tamper with the locked thermostats. If a room is too hot or cold, a staff member will be happy to help you.

If you require the use of the Sanctuary's sound system for your event, please contact Bree Mattson or Chelsea Bertsch so they can schedule a trained sound engineer (there may be a charge for this service.) In the event that one cannot be provided, carefully follow the below instructions:

### **Pastoral Care Procedures & Resources**

We have many resources at church to assist members and friends in times of need. If a church member or friend is in need of support, please contact Rev. Jen Crow or the co-leaders of our Congregational Care Team, Kathy Coskran and Kathy Urberg. We can provide a listening ear, visits at home or at the hospital, meals, rides to and from medical appointments, comfort shawls, assistance with minor jobs to help keep people in their homes, new baby visits, and one-time financial assistance.

To be included in the weekly Cycle of Life to share a joy or a struggle, please contact Sandy DiNanni, [sandy@firstuniv.org](mailto:sandy@firstuniv.org).

To access a list of community resources, please contact the front desk or Rev. Jen Crow.

To request financial support for a church member or friend, talk with any church staff member.

To let the church know that someone is ill, struggling, or approaching the end of life, please contact Rev. Jen or Rev. Justin immediately.

### **Information on Communications**

For all communications-related questions, please email Communications Manager Heidi Johnson at [communications@firstuniv.org](mailto:communications@firstuniv.org) or call the Church office at [612.825.1701](tel:612.825.1701).

Our main source of weekly communication for First Universalist Church is now 'The Weekly Liberal', an e-publication that is sent out to our email subscription list every Thursday afternoon, and published on our website and social media pages. Hard copies are also made available for Sunday services.

## Submission Deadlines & General Information for Publications

*Do you have news, information, or an announcement that you would like to see published via our church communications? Please follow the instructions below!*

Please note that only emailed submissions are accepted—we are unable to accept hard copies (i.e., paper copies) or phone messages of submissions at this time.

### **The Weekly Liberal** (Thursdays), weekly newsletter & information source

Deadline: Tuesday at 10am

For the submission form, visit [www.firstuniversalistchurch.org](http://www.firstuniversalistchurch.org) or contact Communications Manager Heidi Johnson at [communications@firstuniv.org](mailto:communications@firstuniv.org)

Submission Guidelines: Featured articles must be under 250 words; announcements should be under 100 words. Submissions may be edited for content, length, and style. Please note that there is limited space in The Weekly Liberal.

### **Website Blog/News** (Mon-Fri, at the discretion of the Communications Manager)

For the submission form, visit [www.firstuniversalistchurch.org](http://www.firstuniversalistchurch.org) or contact Communications Manager Heidi Johnson at [communications@firstuniv.org](mailto:communications@firstuniv.org)

Submission Guidelines: maximum 250 words; submissions may be edited for content, length, and style. Submissions are at the discretion of the Communications Manager for online publication.

### **Facebook** (daily), status updates and/or additional posts, other social media accounts

Deadline: Mondays at 10am for posts Tues-Thurs; Wednesdays at 10am for Fri-Mon

For the submission form, visit [www.firstuniversalistchurch.org](http://www.firstuniversalistchurch.org) or contact Communications Manager Heidi Johnson at [communications@firstuniv.org](mailto:communications@firstuniv.org)

Submission Guidelines: Limited announcements, at the discretion of the Communications Manager. 50 words or less for status updates. Content may be edited for length and style.

### **AUW Online Newsletter**

Covers mostly Association of Universalist Women (AUW) events; distributed monthly to AUW members. The AUW Newsletter is a publication independent of First Universalist Church.

Submissions & Questions to: Rita Peterson, Editor, [musicallysound@hotmail.com](mailto:musicallysound@hotmail.com)

If you wish to view past editions of the monthly edition of The Liberal, our former monthly newsletter, and/or past editions of the weekly Church E-News, our former weekly e-communication, visit our website at [www.firstuniversalistchurch.org](http://www.firstuniversalistchurch.org)

## First Universalist Church Safety Policy

### **Medical Emergency:**

First Aid Kits are located in the church office in the right-hand drawer of the coffee kiosk and the kitchen on the wall next to the fuse box. Each classroom has a very basic first aid kit. AEDs (defibrillators) are located in the hallway outside the church office next to the restrooms and in the back of the sanctuary. In case of serious medical emergency during Sunday services, the **worship leader** will make an announcement that indicates that congregants should remain calm while our Welcome Team leaders deal with the situation. The **lead usher** should call 911 on their cell phone or on the phone in the church office or kitchen (must press “outgoing” first). The church address is 3400 Dupont Ave S, Minneapolis. Tell the 911 operator what room the hurt individual is in. The **welcome team leader** should stand outside the church building and wait

for emergency personnel to arrive. A welcome team member should go to the church office and inform the office staff of what's happening and fill out an incident form.

## **Fire**

First Universalist Church is equipped with many exits. When you begin serving on a welcome team, note the two exits nearest to your station. In case of fire, **sound techs** will cut all microphones except the chancel microphone. **Custodians** will inform the worship leader of the fire's location and exit plan. The **worship leader** will announce the plan to leave the sanctuary, noting all available exits. Parents should be notified to look for their children outside the building, across 35th Street, on Dupont Avenue - **not to go to the classrooms first**. **Ushers** are asked to calmly lead congregants out of the building and across the street. The **lead usher and sound techs** should assist people with limited mobility down the back stairs unless blocked by fire. Ask for help from congregants you know. Do not use elevators. There is a working fire escape that leads from behind the sanctuary to the alley, the door in the chancel corridor.

Fire extinguishers are located:

- First Floor: in the RE wing, just before the restrooms; on the wall leading to the lower narthex; and in the back hall just before entering the kitchen/pantry.
- Second Floor: in the RE wing, just before the restrooms; in the chancel corridor, along the wall of the staircase; next to the soundboard in the sanctuary; and in the upper narthex, next to the door closest to the Meditation Room.

## **Tornado & Other Severe Weather**

The safest places to be in the event of a tornado are the lower level hallway, as far away from glass as possible, on the stage, and inside and outside of the walk-in cooler. When staff let you know that severe weather is imminent begin moving people to shelter areas. Taking shelter is not optional. **Ushers, Custodians** and **Staff** will stand in public areas and direct congregants to the shelter areas. In the event of severe weather, we may choose to cancel RE classes and/or Sunday services. Check the church website and/or voicemail system for the latest updates.

## **Disruptive Visitors**

**Although not typical, sometimes visitors to our church are disruptive with their behavior, attitude, language, or affect.**

- Ushers and all welcome team members are encouraged to periodically tour the building, looking to make sure all is safe and sound.
- If you encounter someone who you do not know or who seems to be acting strangely, ask them if you can assist them in some way.
- If someone is disruptive (agitated, using profanity, intoxicated, etc.), or has atypical body language or affect, please ask them to leave. You will want to find a partner (staff or another welcome team member) before approaching them.
- If the person will not leave, you have every right to call the police to usher them out of the building.
- We do not give out cash to congregants or others who are in need. If you see this behavior, respectfully let them know and direct them to a staff person who can assist them with obtaining a bus pass or gift card for groceries.

## **Armed Intruder**

### **To increase the chances of avoiding an active-shooter incident:**

- A drawn gun is an obvious threat, but attitude or body language can also suggest a threat. **Greeters** and **ushers** may deny access, firmly but respectfully, to people who are unstable, agitated, angry, or intoxicated.

### **In the event of a shooter in the Sanctuary:**

- It is critical for leaders to be decisive. If the shooter targets the congregation, direct confrontation is essential. This is dangerous, but you can improve your chances by distracting the shooter, yelling from multiple directions, throwing hymnals from multiple directions, and tackling him/her from behind.
- Call 911 as soon as possible. Police will want to know the number of shooters, location of suspects, types of weapons, possible traps or explosives, and location of sensitive areas such as the RE classrooms and nursery. Stay on the line in order to provide real-time information to police on the scene.
- If possible without compromising your own safety, lead usher, lead greeter, and lead visitor welcomer should tell office staff to start lockdown.
- RE teachers will be keeping their kids in locked classrooms until given the all-clear by law enforcement. **Parents should not attempt to get their children from classrooms.**

## **Pandemic Flu**

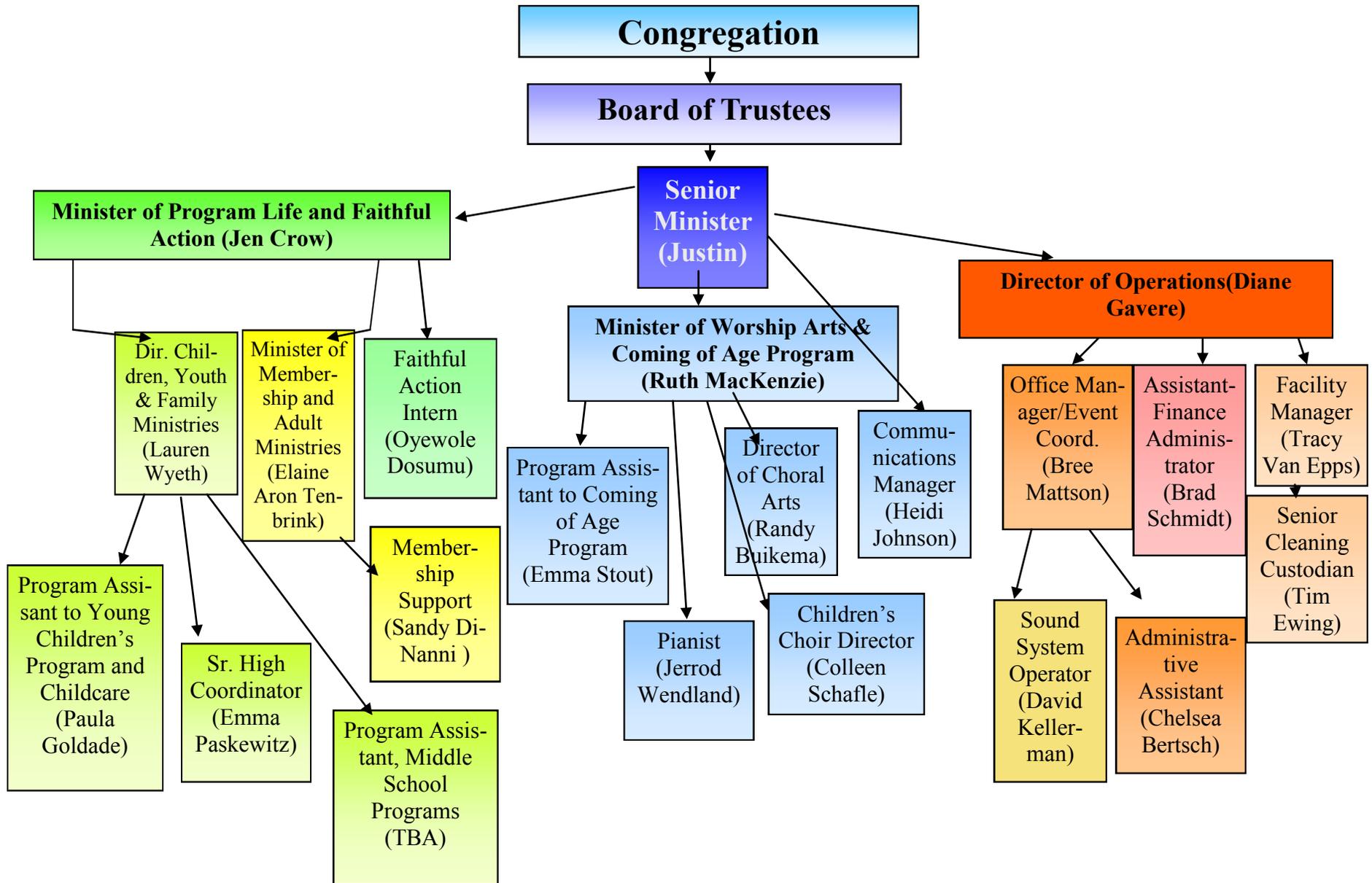
As a precaution, sick children and adults should stay home. In the event of a serious flu outbreak, we may choose to close the building. Watch the website/voicemail for more information. All classrooms have been equipped with hand sanitizer and sanitizing wipes. There are hand sanitizer dispensers installed in the sanctuary. Encourage individuals to cover their coughs and sneezes and to wash their hands frequently.

**Ushers:** Sanitize your hands, especially after handling money.

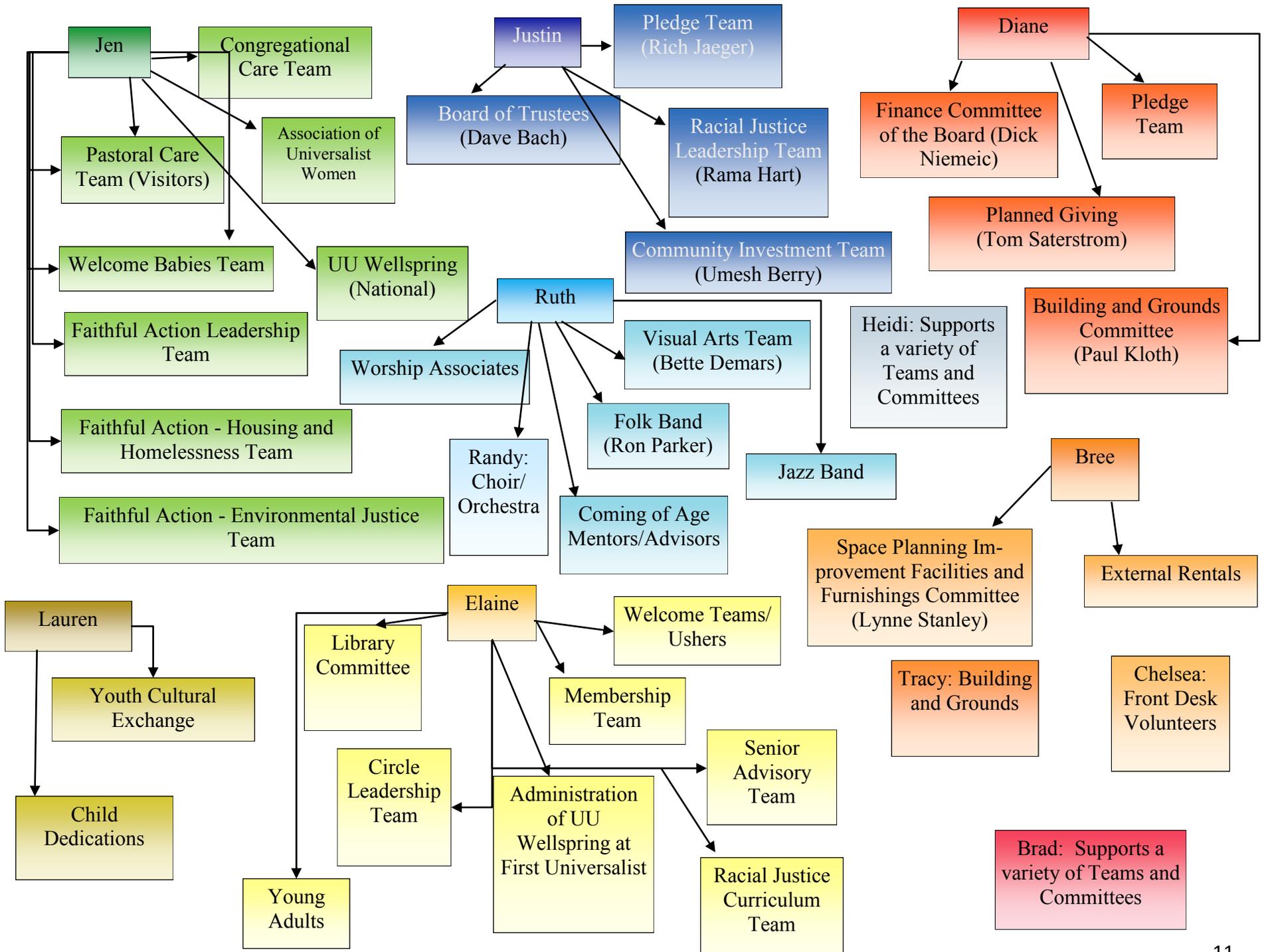
**Greeters:** Be aware, many people may feel uncomfortable with handshakes, hugs, and kisses. Honor their choices. You may also decide not to shake hands, etc.

**Coffee Servers:** Please find a substitute if you are feeling ill. Do not come to serve coffee when you are sick.

# First Universalist Staff Structure 2014-2015



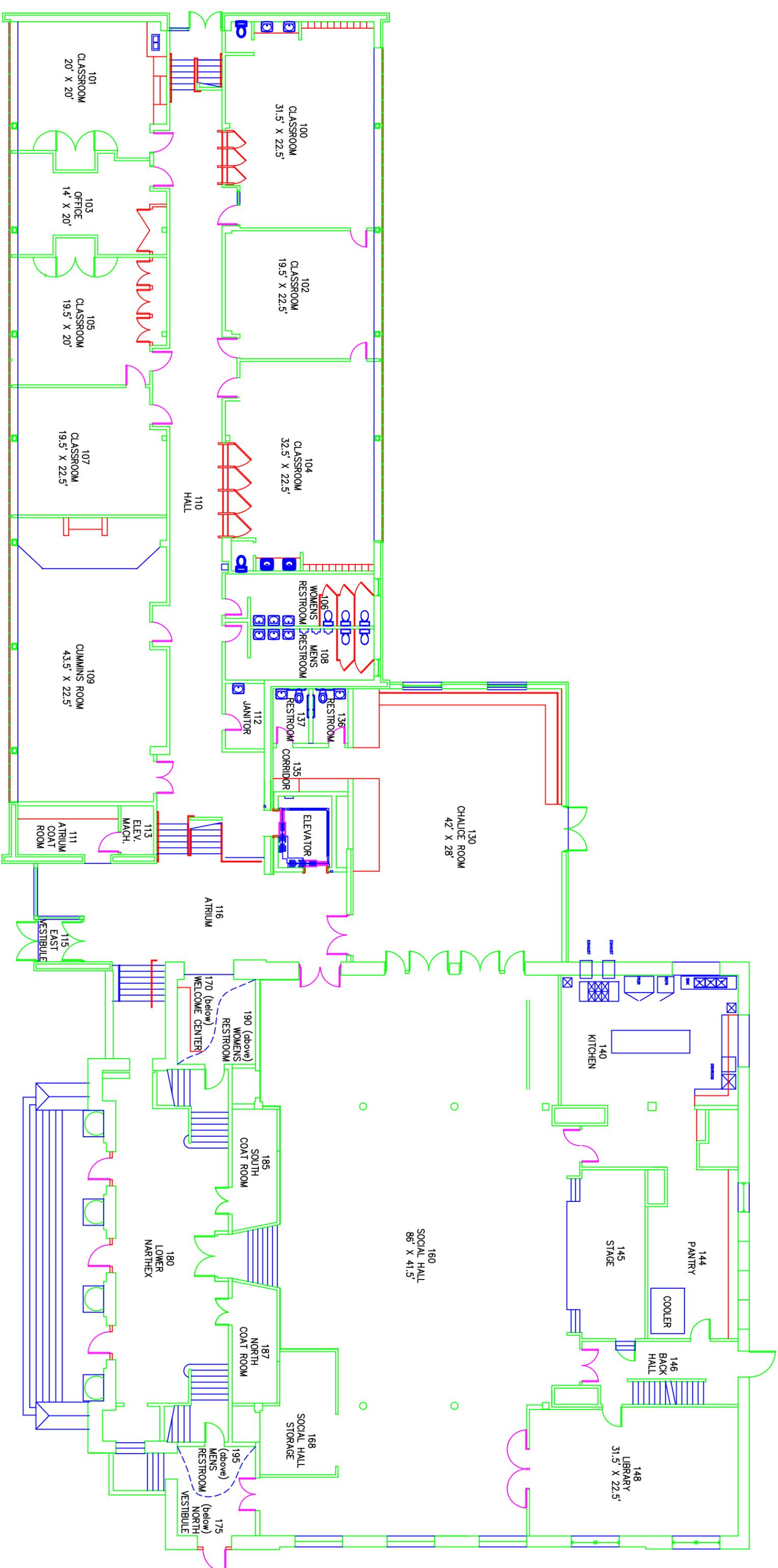
# Staff Liaisons to Ministry Working Groups



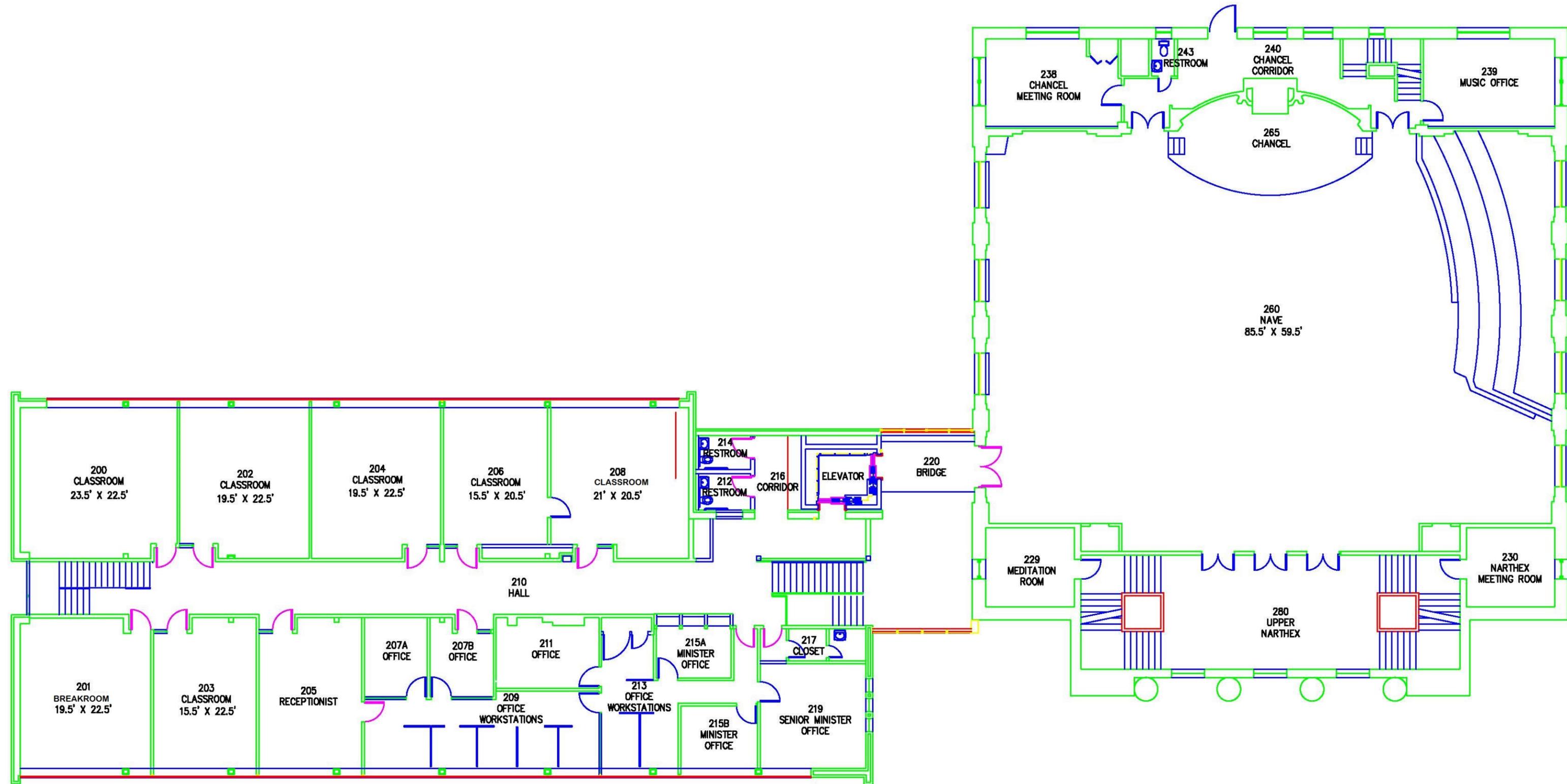
**Committee Chair Contact Guide**  
**Office: 612-825-1701 Fax: 612-825-8879**

<b>BOARD OF TRUSTEES</b>				
<b>President</b>	David Bach		612-308-3067	dbachrpt@yahoo.com
<b>Vice President</b>	Karin Wille		952-924-0700	karinwille@comcast.net
<b>Secretary</b>	Pamela Vincent		952-885-0461	pbvincent1@comcast.net
<b>Treasurer</b>	Dick Niemiec		612-822-7171	dick4239@gmail.com
Trustee	Jill Braithwaite		612-454-9977	<a href="mailto:jillbraithw@gmail.com">jillbraithw@gmail.com</a>
Trustee	Lark Weller		612-874-9373	welle025@umn.edu
Trustee	Richard Spratt		612-823-3529	<a href="mailto:RSpratt2004@msn.com">RSpratt2004@msn.com</a>
Trustee	Eric Cooperstein		952-285-1062	ericcooperstein@mac.com
Trustee	Cindy Marsh		612-377-6789	cindy.marsh2588@gmail.com
<b>COMMITTEE CHAIRS</b>				
Association of Universalist Women	Suzann Willhite		952-927-4789	s.willhite@yahoo.com
Building & Grounds	Paul Kloth		952-474-3610	klothpub@earthlink.net
Community Investment Team	Umesh Berry		612-728-0200	<a href="mailto:umeshberry@hotmail.com">umeshberry@hotmail.com</a>
Congregational Care	Kathy Coskran		612-202-9322	kac1122@aol.com
	Kathy Urberg		612-929-0273	kathy_urberg@wayne.edu
Finance Committee	Dick Niemiec		612-822-7171	dick4239@gmail.com
Foundation Board	Victoria Schanen		612-730-1659	<a href="mailto:newspaperhat@yahoo.com">newspaperhat@yahoo.com</a>
Fundraising Team	Jane Baudelaire		763-205-3181	jane.baudelaire@gmail.com
Governance Committee	Lark Weller		612-874-9373	welle025@umn.edu
Labyrinth	Ann Hobbs		612-483-8431	earth.mom@comcast.net
Library	Robin Morris		612-827-4270	robinmorris34@yahoo.com
Nominating Committee	Ginny McAninch		612-824-4624	ginny.mc1947@gmail.com
Planned Giving Committee	Tom Saterstrom		952-884-5869	saterstromtom@yahoo.com
Pledge Team	Rich Jaeger		612-722-3519	<a href="mailto:rjaeger@mac.com">rjaeger@mac.com</a>
Racial Justice Leadership Team	Rama Hart		612-825-2706	ramakaye@msn.com
Space Planning Improvement Facilities and Furnishings Committee	Lynne Stanley		952-926-6302	lynne.e.stanley@gmail.com
Visual Arts	Bette DeMars		952-929-2536	jbdemars@aol.com

First Floor



Second Floor



Third Floor

