



**First Universalist Church of Minneapolis Leadership Handbook**  
 Updated Winter 2020

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# The Mission and Vision of First Universalist Church

## Our Mission

In the Universalist spirit of love and hope, we give, receive, and grow.

## Our Visionary Goals

1. First Universalist is a faith community committed to a transformational spiritual path guided by Unitarian Universalism's theology and Seven Principles. Our worship, spiritual practices, and rituals unify us, challenge our assumptions, provide comfort, and connect us to the holy.
2. First Universalist is a multi-generational congregation where we connect to ageless wisdom, our ever-evolving religious tradition, listen for the call of love, and build meaningful relationships and community.
3. First Universalist is a multi-racial, multi-cultural, and intergenerational faith community of mutual caring and support where people bring all of who they are and welcome each other with joy. Our sense of who we are as a community of faith is ever expanding.
4. First Universalist is a faith community that acts with humility, bravery, and compassion to create a racially just and sustainable world.

## First Universalist Church Building & Office Hours

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

Early September – Late May: 9:30 AM and 11:15 AM

Memorial Day weekend – Labor Day weekend: 10:00 AM

### **Church Office Hours** (*staff are present, doors are monitored, machines available for use, etc.*)

Monday – Thursday: 9:00 AM to 8:00 PM

Friday and Saturday: Closed

Sunday: 9:00 AM to 1:00 PM (available to those with approved access via a staff member present on Sunday morning)

### **Building Hours** (*events or services are taking place, tenants are present and working, church office staff are not necessarily present, door buzzers not necessarily monitored*)

Monday – Thursday: 8:00 AM to 9:00 PM

Friday and Saturday: Open to special events, tenants, and those with approved reservations and a staff member present

Sunday: 8:00 AM to 2:00 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

Christmas Eve

Christmas Day

Day after Christmas

New Year's Eve

*The office is also generally closed between Christmas and New Year's Eve.*

Name	Email	Responsibilities & Teams
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### Senior Ministers

Rev. Jen Crow Co-Senior Minister	<a href="mailto:jen@firstuniv.org">jen@firstuniv.org</a> ex. 103	Senior co-minister, operations oversight (facilities/finance/communications)
Rev. Justin Schroeder Co-Senior Minister	<a href="mailto:justin@firstuniv.org">justin@firstuniv.org</a> ex. 102	Senior co-minister, social justice teams, development/fundraising

### Worship Team

Rev. Ruth Mackenzie Minister	<a href="mailto:ruth@firstuniv.org">ruth@firstuniv.org</a> ex. 127	Worship, Pastoral & Congregational Care, Worship Arts, Worship Associates
Rev. Karen Hutt Adjunct Minister	karen@firstuniv.org	On-call pastoral care, preaching, POCI circle, POCI Joy
Dr. Randal Buikema Dir. of Choral Arts	<a href="mailto:randy@firstuniv.org">randy@firstuniv.org</a>	First Universalist Choir
Franco Holder Pianist	<a href="mailto:franco@firstuniv.org">franco@firstuniv.org</a>	Pianist, childrens' choir
John Steitz Sound Technician	<a href="mailto:john@firstuniv.org">john@firstuniv.org</a>	Sunday & Special Event Sound

### Adult Ministries & Membership

Arif Mamdani Dir. of Adult Ministries & Membership	<a href="mailto:arif@firstuniv.org">arif@firstuniv.org</a> ex. 124	Adult faith formation, education, new members, Sunday hospitality
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### Religious Education

Lauren Wyeth Dir. of RE, Children, Youth & Families	<a href="mailto:lauren@firstuniv.org">lauren@firstuniv.org</a> ex. 111	Youth and family ministries, Religious Education
Seth Matz Young Childrens RE Program Coordinator	<a href="mailto:seth@firstuniv.org">seth@firstuniv.org</a> ex. 109	Pre-k -1st grade programs
Emma Paskewitz Senior High Program Coordinator & COA Program Assistant	<a href="mailto:emma@firstuniv.org">emma@firstuniv.org</a>	Coming of Age, Senior High Religious Education

## Operations

Jenn Stromberg Communications & Office Manager	<a href="mailto:jenns@firstuniv.org">jenns@firstuniv.org</a> ex. 135	Communications, Weekly Liberal email newsletter, website, office management
Liz Farmer Admin. & Adult Ministries Assistant	<a href="mailto:liz@firstuniv.org">liz@firstuniv.org</a> ex. 100	Admin assistant, front desk volunteers
Brad Schmidt Finance Manager	<a href="mailto:brad@firstuniv.org">brad@firstuniv.org</a> ex. 110	Accounting
Chelsea Bertsch Finance Assistant	<a href="mailto:chelsea@firstuniv.org">chelsea@firstuniv.org</a> ex. 107	Annual pledges, capital campaign gifts
Lucia Webb Events Coordinator	<a href="mailto:lucia@firstuniv.org">lucia@firstuniv.org</a> ex. 106	Events coordination, room reservations, AV coordination, facilities coordination
Aj Williams Sunday and Evening Host	<a href="mailto:aj@firstuniv.org">aj@firstuniv.org</a>	Evening receptionist, welcome teams, visitors

## Facilities

Tracy Van Epps Facilities Manager	<a href="mailto:tracy@firstuniv.org">tracy@firstuniv.org</a>	Facilities manager
Richard Thomas Custodian		Facilities/custodian
Bobby Union Custodian		Facilities/custodian



## Staff Liaisons to Congregant Committees & Groups

Jen Crow	Board of Trustees Building Team
Justin Schroeder	Board of Trustees Faithful Action Council Environmental Justice Team Sanctuary & Resistance Asylum Seeker Team Community Investment Team Giving Teams (Holiday, Planned, Annual)
Ruth MacKenzie	Congregational Care Team Pastoral Visitors Team Worship Associates Coming of Age Mentors Memorial Team Visual Arts Ushers
Arif Mamdani	Welcome Teams Circle Leadership Wellspring Young Adults Racial Justice Education Team Daytime Connections Welcome Teams
Lauren Wyeth	Youth Cultural Exchange Child Dedication Services
Randy Buikema	Choir
Brad Schmidt	Giving Teams
Chelsea Bertsch	Giving Teams
Jenn Stromberg	Giving Teams
Tracy Van Epps	SPIFF Grounds Improvement
Lucia Webb	SPIFF
Liz Farmer	Front Desk Volunteers

## Church Committee Leadership

Committee	Chair	E-mail
Annual Giving Team	Tim Gluszak	<a href="mailto:timgluszak@yahoo.com">timgluszak@yahoo.com</a>
Association of Universalist Women	Kit Ketchum	<a href="mailto:kitketchum@hotmail.com">kitketchum@hotmail.com</a>
Community Investment Team	Amy Conners	<a href="mailto:amy.s.conners@gmail.com">amy.s.conners@gmail.com</a>
Congregational Care	Nick Nier Julia Skowronski	<a href="mailto:nicholasnier@gmail.com">nicholasnier@gmail.com</a> <a href="mailto:jskow@fastmail.com">jskow@fastmail.com</a>
Environmental Justice Team	Stan Sattinger	<a href="mailto:sattin501@gmail.com">sattin501@gmail.com</a>
Faithful Action Council Augsburg Fairview Academy Beacon Interfaith Housing Collab. Families Moving Forward ISIAIH MN Interfaith Power & Light Simpson Housing Services Twin Cities Habitat for Humanity	Katrina Mitchell Cindy Marsh Autumn Huiras Jess Lyons Suzanne Hay Stan Sattinger Geoff Lenox Ingrid Young & Joan Naymark	<a href="mailto:katrina@seebeautiful everyday.com">katrina@seebeautiful everyday.com</a> <a href="mailto:cindy.marsh2588@gmail.com">cindy.marsh2588@gmail.com</a> <a href="mailto:alhuiras@comcast.net">alhuiras@comcast.net</a> <a href="mailto:jess@jessicaleighlyons.com">jess@jessicaleighlyons.com</a> <a href="mailto:suzannekhay@gmail.com">suzannekhay@gmail.com</a> <a href="mailto:sattin501@gmail.com">sattin501@gmail.com</a> <a href="mailto:glenox2003@yahoo.com">glenox2003@yahoo.com</a> <a href="mailto:ingrina99@yahoo.com">ingrina99@yahoo.com</a> <a href="mailto:jnaymark@gmail.com">jnaymark@gmail.com</a>
Foundation Board	Suzan Klein	<a href="mailto:mediationwerks@yahoo.com">mediationwerks@yahoo.com</a>
Holiday Giving Team	Isabel Quast	<a href="mailto:jisabelquast@gmail.com">jisabelquast@gmail.com</a>
Labyrinth	Ann Hobbs	<a href="mailto:g.annhobbs@gmail.com">g.annhobbs@gmail.com</a>
Library	Robin Morris	<a href="mailto:RobinMorris34@yahoo.com">RobinMorris34@yahoo.com</a>
Nominating Committee	Suzann Willhite	<a href="mailto:nomination@firstuniv.org">nomination@firstuniv.org</a>
Planned Giving	Rev. Justin Schroeder	<a href="mailto:justin@firstuniv.org">justin@firstuniv.org</a>
Racial Justice Change Team	Richard Spratt, Chair	<a href="mailto:rspratt2004@msn.com">rspratt2004@msn.com</a>
Racial Justice Education Team	Lark Weller	<a href="mailto:welle025@umn.edu">welle025@umn.edu</a>
Space Planning Improvement Facilities and Furnishings (SPIFF)	Lynne Stanley	<a href="mailto:lynne.e.stanley@gmail.com">lynne.e.stanley@gmail.com</a>
Visual Arts	Bette DeMars	<a href="mailto:jbdemars2@gmail.com">jbdemars2@gmail.com</a>



## Building Access, Reserving Space, Equipment Use

### How to Make a Room Reservation

Team Leads for First Universalist groups may reserve upstairs classrooms, large and small meeting rooms, including the Cummins Room, and the sanctuary for meetings and church-organized events.

- 1) Go to <http://firstuniversalistchurch.org/space-reservations/>
- 2) Read the policies linked at the bottom of the google form.
- 3) Fill out the form and press the “Send” button. If you need any help or have additional questions, contact Lucia Webb at [lucia@firstuniv.org](mailto:lucia@firstuniv.org).

### Building access

To maintain the safety and security of our building, congregants and visitors may access the building 9 a.m. to 8 p.m. Monday through Thursday. The building is closed on Fridays, and open on Saturdays for special events arranged through the Events Coordinator only. On Sundays, the building is open an hour before the service until early afternoon. For specifics, visit our website. <http://firstuniversalistchurch.org/building-security-policy/>

### Door codes

If you have a consistent need to access the building outside of regular office hours, the Events Coordinator can issue you a code that will grant you entrance through the parking lot door. To request a code, email Lucia Webb at [lucia@firstuniv.org](mailto:lucia@firstuniv.org). To receive the code, you must first sign a form agreeing that you will not share your code with anyone.

### Use of Equipment & Supplies

Church Equipment such as TV/DVD players, projectors, portable screens, easels, clipboards, etc. are available. You can request any of these items in your space request or contact Lucia Webb at [lucia@firstuniv.org](mailto:lucia@firstuniv.org). Please return all equipment to the front office with a note if facilities staff are not available. Card reader, laptop, phones, and supply boxes should be returned to the office unless otherwise noted with Lucia. Staff will put equipment away.

### Audio Visual Equipment

Rooms 200, 201, and 203 have laptops that are connected to TV monitors for presentations or screenings. The Cummins Room has the same setup, with the addition of a DVD player. The Social Hall has a sound system built in. Use of the Sanctuary sound system requires a professional sound technician hired by the Events Coordinator—which requires at least two weeks’ advance notice. The Social Hall has a screen that can be used with the projector. There is also a mobile screen that can be used with the projector in any room. There is a mobile speaker that can be used with microphones in the Cummins Room or Chalice Room.

All classroom laptops have instructions posted next to them. Be sure to follow those instructions carefully. Also, be sure to quit all programs, turn off, and close the laptops when you are finished using them. If you are using technology, arrive early to set up and make sure everything is working as you would like it to. In the Sanctuary, the sound system may only be operated by approved sound technicians.

### **Sanctuary Sound System**

If you require the use of the Sanctuary's sound system for your event, please contact Lucia Webb at least two weeks in advance so she can schedule a trained sound engineer (there may be a charge for this service).

### **Internet/WiFi**

There is Wifi only in certain parts of the building, and is to be used sparingly to maintain its speed and usability for church employees and church-sponsored events. If you need the Wifi for a particular event, contact the Events Coordinator for the password. Otherwise, please refrain from using the Wifi.

### **Kitchen Use**

If you use the kitchen for any purpose, be sure to clean up after yourself *completely*. The dishwasher takes a while to heat up, so it is a good idea to turn it on at the beginning of your event if you will be using church dishes. If you fill a compost bin  $\frac{1}{3}$  full or more, please take it out to the back alley bin. If you fill a recycling bin  $\frac{2}{3}$  full or more, please take it to the back alley bin. Remember that the kitchen is a shared space, and is used by tenants in the building, too. Detailed Kitchen rules and policies can be found online:

<http://firstuniversalistchurch.org/kitchen-use-policy/>

### **Church Tablecloths**

Church tablecloths are available primarily for Church functions and groups. Other persons and groups using Church facilities may use the tablecloths only if a Church member serves as the contact person and takes responsibility for the care and return of the tablecloths.

Church tablecloths are stored on hangers in the Seasonal Storage Room. After each use, the tablecloths must be washed, ironed, and returned to the hangers on which they are stored.

The clean tablecloths must be returned within two weeks after the date of the event for which they were used. They should be returned on hangers to the Seasonal Storage Room or to the church office. Contact the Events Coordinator for questions about the use of church tablecloths.

### **First Universalist Alcohol Policy**

First Universalist strives to make people feel comfortable, safe, and included when they are engaging in church activities. This mission entails a strict policy on alcohol at church events.

Alcohol is not permitted in the building or on the grounds outside of the building. This includes the sale of alcohol and the raffle or auction of alcohol. Any exceptions are to be made at the

discretion of the Events Coordinator and the Senior Ministers, with compelling reason and advance notice.

### **Alcohol Policy and Rentals**

With permission from the Events Coordinator, outside groups renting the space may serve alcohol in the social hall, as long as it is served by a licensed bartending service. Additional rules may apply.

### **Policy for Donations of Furniture, Artwork, and Other Tangible Items**

(Revised February 2019)

The Church welcomes donations of furniture, artwork, and other tangible items that are approved in advance by the appropriate staff members. The Events Coordinator manages the consideration of all proposed donations.

Anyone wishing to make a donation to the Church should send the Events Coordinator a description of the item(s) that includes:

- A photo of each item, and
- The dimensions of each item.

Considering a proposed donation generally takes 30-60 days. The Church has very limited storage capacity and rarely accepts items for possible future use. As soon as a decision is made, the person offering the donation will be notified and arrangements made for the item(s) to be brought to the Church. Donated items become the property of the Church and may be used however the Church wishes, including selling or otherwise disposing of them. The same is true of items intended as gifts that are left at the Church without prior approval as outlined above.

### **Heating & Air Conditioning**

The church building is old and temperatures can be fickle from room to room! Be proactive by wearing layers, and encourage people attending events to do the same. All heating and air conditioning controls are set by church staff prior to scheduled meetings to create the most comfortable environment for all. Please do not tamper with the locked thermostats. If a room is too hot or cold, ask the person at the office front desk to contact facilities staff, or if the office is closed, find a facilities staff member to adjust it for you.

## **Expenditures & Reimbursements**

All purchases need prior approval from an appropriate staff member or committee head. In order to be reimbursed for your expenditure, original receipts need to be affixed to a "request for reimbursement" form, color coded by budget group and located in the church office. Please fill out the form in its entirety and select the appropriate budget line. Once filled out and signed, pass the form with original receipts to the staff member or committee head who authorized the purchase. They will review all of the details and sign off on your request. Then, mail or drop off the form to the Finance Manager/Accountant. You can expect to receive reimbursement within a week or two from when the accountant receives the approved form.

## Congregational and 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. Ruth MacKenzie or the co-leaders of our Congregational Care Team, Nick Nier ([nicholasnier@gmail.com](mailto:nicholasnier@gmail.com)) or Julia Skowronski ([jskow@fastmail.com](mailto:jskow@fastmail.com)). They can provide a listening ear, visits at home or at the hospital, meals, rides to and from medical appointments, comfort shawls, assistance with minor home chores, and new baby/child support.

### Cycle of Life

The Cycle of Life meditation is read during each Sunday service. To be included in the weekly Cycle of Life to share a joy or a struggle, please contact Rev. Ruth MacKenzie, [ruth@firstuniv.org](mailto:ruth@firstuniv.org).

### Resources

To access a list of community resources, request financial support for a church member or friend, or to let the church know that someone is ill or approaching the end of life, please contact Rev. Ruth MacKenzie at [ruth@firstuniv.org](mailto:ruth@firstuniv.org).

We do not give out cash to congregants or others who are in need. If you see a person asking for money, respectfully let them know, and direct them to a minister, who can assist them with obtaining a bus pass or gift card for groceries.

## Communications

For all communications-related questions, please email Communications Manager Jenn Stromberg at [jenns@firstuniv.org](mailto:jenns@firstuniv.org) or call the Church office at 612-825-1701.

### The Weekly Liberal

This is the official weekly email newsletter from First Universalist Church. The deadline for submissions is Tuesday at 10am. For the Communications Content Submission Form, visit <http://firstuniversalistchurch.org/the-weekly-liberal/> or contact Communications Manager Jenn Stromberg at [jenns@firstuniv.org](mailto:jenns@firstuniv.org). Submissions should be 250 words or less and may be edited for content, length, and style. Please note that there is limited space in The Weekly Liberal, and we accommodate requests as they fit. If you wish to view past editions of, or subscribe to The Weekly Liberal, visit [www.firstuniversalistchurch.org/the-weekly-liberal/](http://www.firstuniversalistchurch.org/the-weekly-liberal/). *The Weekly Liberal* is sent to our email subscription list, published on our website, and posted to Facebook on Thursday afternoons. Hard copies are available in the office/building or by mail by request.

### Announcements in the Order of Service

Event promotion in the “Get Connected” section of the Sunday order of service is at the

discretion of the Worship Team and Communications Manager. For consideration, please use the Communications Content Submission Form on our website.

### **Posters and Event Promotion**

Communications staff will gladly promote events that are directly connected with the mission and values of First Universalist Church, generally limited to those hosted or sponsored by First Universalist. Once you receive approval for a poster from a staff member, you may hang posters on three main bulletin boards: in the upper RE hallway, and in the atrium near the stairs and elevator. You may also hang one poster per event in each of the restrooms. You must use blue painter's tape when posting directly on walls.

### **Church Life App/Church Directory**

Need to call someone or send a thank you card? You can access church members' contact information on the ChurchLife app. You'll need an ACS account to access the app. Visit [tinyurl.com/FirstUChurchLifeApp](http://tinyurl.com/FirstUChurchLifeApp) on a computer to set up an account. When you sign up for an ACS account, make sure to use an email that the church has on file for you. Follow the instructions to set up the account, then log into the app on your phone with that login information. Tapping the app on your smartphone then brings you straight into ChurchLife/the directory with no extra steps.

### **Data Use Policy** (approved by Revs. Crow and Schroeder, March 2019)

The church database is a valuable tool for creating connections. Recently, thanks to the work of volunteers and staff, more information has been gathered about congregant skills and interests, with the intention of connecting the leaders of particular areas (environmental justice, racial justice, small group facilitation, etc.) with potential volunteers. In order to protect the data and privacy of congregants, as well as to prevent an overwhelming number of communications, we request that church leaders follow the following guidelines when utilizing data from the church database:

1. Congregant contact information should not be shared with any outside organization, including church faithful action partners
2. Communications with congregants who have indicated an interest in a particular area should be limited to no more than 2 per month, including announcements of events and reminders
3. At the beginning of every email, please indicate that the communication is coming from the group that you lead at First Universalist Church.
4. At the end of every email that goes out to congregants who have expressed an interest in a particular area, or indicated a skill that they would be willing to share, please include the following sentence:
  - a. "If you do not want to receive further emails from the \_\_\_\_\_ group at First Universalist Church, please email me \_\_\_\_\_ (insert the name and email address of the group leader here) and I will remove you from this list."
  - b. Or, if the email is from Constant Contact: "If you check the "Unsubscribe" button

at the end of this email, you will no longer receive ANY emails from First Universalist Church.”

### **Quick Tips for Email Etiquette**

1. Format- Keep your emails brief. Include a short, friendly greeting, communicate the essentials in small chunks of info, bold what is important, then give a direction, if required.
2. Reply vs. Reply all- People often “fall off” of email chains because the sender does not press “reply all” to an email that includes multiple recipients. “Reply” (one left arrow) will send your response to ONLY the person who sent the last email. If you’d like to reply to the whole group of contacts on the email, press “reply all” (two left arrows). Conversely, if you receive an email with many recipients, and you’d like to continue the conversation in private with only the person who sent the email, simply press “reply.”
3. Bcc: Cc means carbon copy and Bcc means blind carbon copy. For emailing, you use Cc when you want to copy others publicly, usually to “keep people in the loop.” Use Bcc when you want to do so privately. Any recipients on the Bcc line of an email are not visible to others on the “to” or “Cc” field of an email.

### **Cyber Coffee Hour**

This congregant-led (i.e. unofficial) communication system on Yahoo Groups is a way to let others know of needs within the congregation. It is intended as a means for congregants to coordinate regarding church programming, care ministries, faith formation, and faithful action. Keep your interactions brief, respectful, and confidential where appropriate.

## First Universalist Church Safety Policy

### Chain of Command in an Emergency on a Sunday

Rev. Justin Schroeder (designated lead staff person in emergencies)  
Rev. Jen Crow  
Lauren Wyeth  
Lead Usher

### Weekday Chain of Command

Rev. Justin Schroeder (designated lead staff person in emergencies)  
Rev. Jen Crow  
Lauren Wyeth  
Tracy Van Epps  
Lucia Webb

### Preventative Planning

As a precaution, sick children and adults should stay home. Do not come to serve coffee when you are sick. Please find a substitute if you are feeling ill. Encourage individuals to cover their coughs and sneezes and to wash their hands frequently. Wash your hands, especially after handling money. There are hand sanitizer dispensers throughout the building, including in all classrooms

### Medical Emergency

In case of a serious medical emergency during Sunday services, the **worship leader** will make an announcement that indicates that congregants should remain calm while our **ushers** deal with the situation. The **lead usher** should call 911 on a cell phone. The church address is 3400 Dupont Ave S, Minneapolis. In the case of a medical emergency during the week, the leader for each group will be responsible for calling 9-1-1 and providing details at the instructions of the 9-1-1 operator.

Three First Aid Kits located throughout the building:

- in the front office closet
- in the kitchen on the wall next to the serving window
- on the shelf in the southeast corner of the Sanctuary, behind the sound booth

Two AEDs (defibrillators) located:

- in the upper hallway outside the church office next to the restrooms
- in the back of the sanctuary

## Fire

First Universalist Church is equipped with many exits. When you begin serving as a leader, practice taking note of the exits in each room. The recommended fire exits are as follows:

- From Sanctuary, Balcony, and Arches Room: single-file down north and south side of stairs. North stairs can exit via 34th St. door or foyer doors. South stairs can exit via Foyer doors or Lower DUpont entrance. All proceed toward Dupont Ave. Cross the street and assemble in the apartment yard/patio area.
- From Social Hall: Proceed up Dupont stairs and exit at upper or lower Dupont entrance. Cross Dupont and assemble on the east side of Dupont. Or, in the event that the fire is blocking the Dupont stairs, exit behind the Social Hall through the hallway next to the stage.
- From Chalice Room: Exit Chalice Room doors to courtyard. Walk through the parking lot and cross Dupont Ave. Assemble on the east side of Dupont Ave. Do not remain in the parking lot.
- From All Classrooms in the RE Wing: Move single file up or down the stairs to the parking lot or atrium door. Cross Dupont Ave. and assemble on east side of Dupont.

In the case of a fire during the week, call 9-1-1 and direct your group and make your way to the nearest exit without using the elevator. Emergency evacuation chairs are located behind the Chancel, near the staircase.

In case of fire on a Sunday morning, **the person reporting the fire** 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. **Sound techs** will cut all microphones except the chancel microphone. Parents will be notified by the worship leader to look for their children outside, across Dupont Ave., not to go to the classrooms first. **Ushers** will 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 with Evacuation Chairs, unless blocked by fire. Ask for help from congregants. Do not use elevators.

Fire extinguishers are located:

### RE Wing 1st floor

- next to the restrooms

### Sanctuary Wing 1st floor

- in the Social Hall back hallway just before entering the kitchen/pantry

### Sanctuary Wing 2nd Floor

- behind the sanctuary, along the wall of the staircase
- next to the soundboard in the sanctuary
- in the upper narthex, next to the door closest to the Meditation Room (southwest corner)
- Behind the minister's pew on the chancel

## 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 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, Staff, and Clergy** 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.

## **Gas Leaks**

How to recognize a gas leak:

Natural gas is colorless and odorless. A material called mercaptan is added to gas to help building occupants notice a gas leak. This chemical is often described as smelling like sulfur or rotten eggs.

What to do:

If you should happen to smell the odor of gas only when you're by an appliance, you should:

1. Check the pilot lights.
2. If you find one that's out, turn the gas valve off. Then, open the windows and doors to improve ventilation.
3. Wait 15 minutes before trying to relight the pilot light, so that the gas can dissipate.

If you should hear a hissing or leaking sound, or if the smell does not go away, do not bother trying to find the gas valve. Instead, evacuate with everyone else.

What not to do:

If you have a gas leak, you should never:

1. Use an electrical appliance, including cell phones or computers, by the leak.
2. Touch any electrical outlets, including light switches and doorbells.
3. Smoke or use any kind of open flame.
4. Use power equipment near the leak.
5. Go back into the building, even to open doors and windows.

## **Power Outages**

In the event of a power outage, alert facilities staff, who will call the power company. If your group can continue safely, feel free to do so. One flashlight is located under the front desk. Extra batteries are located in the supply cabinet in the office. Keep the doors closed on refrigeration equipment to help prevent food spoilage.

## **Unsafe Visitors**

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

- Ushers and all church leaders 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, or if they'd like to speak to a minister.
- If someone is violent, using profanity, intoxicated, etc. find a staff member or minister for help, and ask the person to leave.
- If the person will not leave, call the police to usher them out of the building.

### **Armed Intruder**

We know that this is a highly unlikely event, but it would have a big impact if it were to occur. These guidelines are relevant for any venue. An active shooter is an individual actively engaged in attempted mass murder. The weapons may be firearms, explosive devices, chemical or biological agents.

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

**Greeters** and **ushers** may deny access, firmly but respectfully, to people who are armed, secretive, unstable, agitated, angry, or intoxicated.

- Victims are selected individuals or a group at random.
- Event is unpredictable and evolves quickly.
- Those in the vicinity must make a rapid decision based on the situation at hand.
- Knowing what to do will save lives.

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.

When an active shooter is in your vicinity you have three options: Run, Hide, Fight.

**RUN:** This is always the preferred option. Trust your instincts and don't delay. Get away as quickly and as far as possible.

- Always maintain good Situational Awareness. Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- If possible, help others escape.
- Do not attempt to treat or move the wounded.
- Prevent others from entering an area where the active shooter may be.
- When encountering Police or other First Responders be aware they don't know you or what is happening in a very dynamic and dangerous situation. Listen closely to and follow their commands exactly. Keep your hands visible, fingers spread apart.

**HIDE:** If you can't flee, hide – but hiding is only temporary as you are waiting for an opportunity to safely evacuate! Obstruct or deny the active shooter from accessing your area. Relocate if needed.

- Remain out of the shooter's view.
- Lock door and/or barricade entry to your area. Turn out all lights.
- Silence your cell phone (including vibrate mode) and remain still and quiet. Be prepared to defend yourself if needed.

**FIGHT:** When all else fails...

- 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.
- Fight as a last resort and only when your life is in imminent danger. If others are with you, work together as a group.
- Commit to your actions ... your life and the lives of others depend on it. Act with as much physical aggression as possible.
- Attempt to incapacitate the shooter. This is not a movie, there are no rules; scream, kick, improvise weapons or throw items (hymnals!) at the active shooter - do whatever you can. Eyes, shins, genitals are all targets.

Call 911 as soon as it is safe to do so. Information to Provide to Law Enforcement

- Location of the active shooter, as precise as possible.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons held by the shooters.
- Number of potential victims at location.

How to Respond When Law Enforcement Arrives on the Scene

- Remain calm and follow instructions.
- Drop items in your hands (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, or hold on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

• 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.**

**Commitment to Safety Drills**

First Universalist staff are committed to preparing themselves and lay leadership for the above emergencies. Staff will practice evacuation drills on a monthly basis, after the staff meeting on the first Tuesday of each month. Ministers will inform group leaders of protocols.

**Contact Information**

Police, medical, fire: 9-1-1

Electric Company: XCEL Energy

Power outage: 800-895-1999

Gas Leak or Outage: 800-895-2999