

**OCUUC/TAPESTRY  
EXPLORATORY TASK FORCE**

**A PROFILE OF TWO CONGREGATIONS  
ORANGE COAST UU CHURCH  
TAPESTRY, A UU CONGREGATION  
NOVEMBER 2007**

**A REPORT TO THE BOARDS**



## GOAL

**TO DOCUMENT AND REPORT ON BEST PRACTICES, TO GET A PROFILE OF SIMILARITIES AND DIFFERENCES OF THE CONGREGATIONS AND TO REPORT FINDINGS AND RECOMMENDATIONS TO BOARDS**

## BACKGROUND

In spring 2007, Presidents **Lynn Cowan, Sandra Kulcsyk** and the ministers **Rev. John Gibb Millspaugh** and **Rev. Karen Stoyanoff** met to discuss possible collaboration between Tapestry, a Unitarian Universalist Congregation and Orange Coast Unitarian Universalist Church. In June these two presidents were replaced in elections by President **Tara Sayre of Tapestry** and **Nancy Loughrey of OCUUC**. The issue of collaboration between the two congregations was taken to the membership at their Annual Meetings in June. Both congregations approved motions to continue to discuss collaboration between the two organizations. The Boards of Tapestry and Orange Coast met jointly twice, on July 24 and August 22. At these meetings, they agreed to appoint a Joint Task Force and developed a charge to the task force.

In September and October 2007, the Boards appointed a Joint Task Force “to determine the optimum way for Orange Coast and Tapestry to relate to one another and work productively together in such a way that increased the impact of UUism in Orange County while also being the best thing for both congregations individually.”

The Task Force was called together by **Presidents Loughrey and Sayre** on October 3, 2007 and given its charge. **Mickey Jackson** (OC) and **Jim Semelroth** (Tapestry) were chosen co-Chairs. Members of the ETF in addition to the co-Chairs are: **President Nancy Loughrey, Rev. Karen Stoyanoff, Amanda Horack, Dale Osborne, Joan Kreuter, Karen Anderson, Rayna Hamre** from OCUUC, and **President Tara Sayre, Rev. John Gibb Millspaugh, Christine Krueger, Dave Kinnear, Julia Rampone, Keith Tuominen-Lenney, Richard Jagielko** from Tapestry. The ETF decided that its first task was to develop a profile of the two congregations to list best practices, to determine similarities and differences and to write a report to present to the Boards. On October 12 the committee, now called the Exploratory Task Force, developed a lists of topics to study and summarize for the report. This draft report was reviewed on the third meeting on November 8, finalized and formally presented to the Boards of OCUUC and Tapestry.

<b>STAFFING</b>	
<b>OCUUC</b>	<b><u>TAPESTRY</u></b>
<b>Minister Karen Stoyanoff</b> <b>Affiliated Community Minister --</b> <b>Emeritus Minister --</b> <b>Intern Minister --</b> <b>Director of RE Katherine Martin</b> <b>Music Director Beth Nakao</b> <b>Administrator Sarah Jones</b> <b>Choir Director Pending</b> <b>Accompanist Beth Nakao</b> <b>Youth Advisor Pending</b> <b>Nursery Care Givers Jaimie Gobler</b>  <b>Playground Supervisor Naomi Blackwood</b> <b>Nicole Gross</b>  <b>Child Care</b>  <b>Sexton David Nunez</b> <b>Bookkeeper Lettie Rodriguez</b> <b>Young Adult Superv. Pending</b> <b>Volunteer Coordinator Pending</b> <b>Newsletter Editor Richard Scoby</b> <b>Website Manager Richard Scoby</b> <b>Congregation Nurse Adair Small</b>	<b>John Gibb Millspaugh</b> <b>Sarah Gibb Millspaugh</b> <b>Robert Ross</b> <b>--</b> <b>Katelynn Hassler</b> <b>--(a volunteer role)</b> <b>Mary Halunka</b> <b>--(a volunteer role)</b> <b>Gerard Hagen &amp; Jeffrey Briar</b> <b>-- (a volunteer role)</b> <b>Sophia Espejel and</b> <b>Erica Meslin</b> <b>n/a</b>  <b>Sophia Espejel and</b> <b>Erica Meslin</b> <b>-- (a volunteer role)</b> <b>--</b> <b>--</b> <b>--</b> <b>--(a volunteer role)</b> <b>--(a volunteer role)</b> <b>--</b>
<p><b>All OCUUC positions are paid positions. Only the minister is full-time. Pending means a hiring process is occurring now. Names of Nursery Care Givers, Playground Supervisor, and Child care workers need to be filled in. A dash means we do not have that position in our current staff.</b></p> <p><b>All Tapestry positions are paid positions unless otherwise noted. Only the minister is full-time. A dash means we do not have that position in our current staff.</b></p>	

## GOVERNANCE/BYLAWS

TOPIC	OCUUC	TAPESTRY
<b>Mission</b>	included by reference	Included
<b>Covenant</b>	included	none
<b>Membership Requirements</b>	Sympathy with the Mission Participates Meeting with Minister or President agrees to make a good faith effort contribute  Signed membership book	Sympathy with general principles  Orientation with Minister Identifiable financial pledge to that covers UUA, PSWD expenses at least 16 years old Signed membership book
<b>Membership Invitation</b>	strongly encourage orientation class	
<b>Voting Rights</b>	Member 30 days before voting	Member 30 days before voting
<b>Proxy voting</b>	not addressed, so not allowed	not allowed
<b>Friend, Visitor status</b>	defined	not defined
<b>Termination of Membership</b>	Death Resignation Action of Board for inactivity Vote of Membership moved outside county and not affirmed membership	Death Resignation Action of Board for inactivity
<b>Plural membership</b>	not addressed	forbidden
<b>Principal authority</b>	Congregation	
<b>Annual Meeting</b>	June	June
<b>Annual Meeting Agenda</b>	Elections Budget other items added by Board anything else not stated except Minister	10 items defined, must be "duly noticed" 1st class mailing
<b>Special Meetings</b>	3 Board members or 10% of members	Board or 25% of members, except special cases
<b>Special Meeting Agenda</b>	must be noticed, no other items in order	must be noticed, no other items in order
<b>Meeting notices</b>	14 days, posted at church, mailed or emailed to members	30 days mailed
<b>Quorum</b>	20 % of members	25% of members
<b>Voting - % to pass motions</b>		
	Most motions 50% of those present and voting	50% of those present and voting
	Exclude a member 2/3 of those present and voting	not defined
	Recall elected person 2/3 of those present and voting	5 Board members or 50% of member ship must call meeting
	Buy, sell or encumber real estate, 2/3 of those present and voting	not addressed
	Borrow more than 5% of budget 2/3 of those present and voting	not addressed
	Modify a budget by more than 5% (OCUUC) 2/3 of those present and voting	or 10% (Tapestry)
	statement of policy on an issue of public affairs 2/3 of those present and voting	50% of those present and voting not addressed
	terminate a minister 2/3 of those present and voting	2/3 of those present and voting; meeting called by Board or 60% of m.
	amend or repeal bylaws. 2/3 of those present and voting	2/3 of those present and voting
	call a minister 85% of those present and voting	2/3 of those present and voting
	Ballots only contested elections or if requested	not addressed

## GOVERNANCE (2)

TOPIC	OCUUC	TAPESTRY
<b>Board</b>	five Officers, seven Trustees	five Officers, three Directors
<b>Board Jurisdiction</b>	anything not dealt with by congregation or individual officers	hire & compensate staff other than Minister manage & control affairs of church, appoint standing committees
<b>Board meetings</b>	Monthly and public	Monthly and public
<b>Emergency Board meetings</b>	ok by phone or email - confirmed at next regular meeting	not addressed
<b>Special Board meetings</b>	not addressed	4 day notice
<b>Board Quorum</b>	majority of Board	
<b>Officers</b>		
<b>President</b>	Principal Officer, Sign contracts, etc. preside at meetings	Principal Officer, Sign contracts, etc. preside at meetings
<b>Vice President,</b>	Programs (OCUUC), committees, program council, calendar	Operations (Tapestry) facilitate Coordinating Council, act as Pres if necessary
<b>VP, Finance</b>	principal financial officer, chair finance council	principal financial officer, chair finance committee
<b>Treasurer</b>	control expenditures, maintain records	deposit monies, control expenditures, maintain records
<b>Recorder</b>	minutes, notice meetings, certify membership	minutes, notice meetings, certify membership
<b>Trustees</b>	Vote on general board matters, committee liaisons	
<b>Bursar -</b>	elected, but not on Board	deposits all money, monthly pledge statements, not addressed
<b>Board Terms</b>		
<b>President</b>	one year, two years max	Two years, odd year election
<b>Vice President, Programs (OCUUC),</b>	one year, two years max	<b>Operations (Tapestry)</b> Two years, even year election
<b>VP, Finance</b>	one year, two years max	Two years, odd year election
<b>Treasurer</b>	one year, two years max	Two years, even year election
<b>Recorder</b>	one year, two years max	Two years, even year election
<b>Trustees</b>	three years staggered	two years staggered
<b>Bursar term</b>	One year, no max	
<b>Nominators' terms</b>	six total, three year staggered terms	four total, two year staggered terms
<b>Stewards' terms</b>	three total, three year staggered terms	not addressed
<b>Committee Chair terms</b>	not addressed	two years max
<b>Board Vacancies</b>		
Less than one year left, Nominators propose at least 2, board votes		Nominators recommend, board approves more than one year left elected at next annual meeting miss three consecutive meetings without board approval
<b>Board Termination</b>	not addressed	
<b>Councils</b>		
<b>Program (OCUUC)</b>		<b>Coordinating (Tapestry) Council</b> rep from each church group, monitor programming, Meet four times per year, called by VP for Operations
<b>Finance Council</b>	monitor financial affairs of church, Canvass, budget, on-going supervision	

## GOVERNANCE (3)

TOPIC	OCUUC	TAPESTRY
<p><b>Minister</b></p> <p><b>Fellowship:</b> must be in Fellowship w/ UUA or in process</p> <p><b>Board:</b> most Committees Member, non-voting</p> <p><b>Staff:</b> manages church staff</p> <p><b>Called:</b> by membership</p> <p><b>Consult:</b> church management and administration</p> <p><b>Freedom of Pulpit:</b> yes</p> <p><b>Tenure:</b> indefinite</p> <p><b>Committees of the Board</b></p> <p><b>Standing:-</b> Membership, Religious education, Canvass, Ways and Means,</p> <p><b>Special committees:</b> most others - President appoints chair</p> <p><b>Committees on Ministry</b> - Ministry, RE Ministry Music</p> <p><b>Committee membership</b> defined in standing rules</p> <p>Committees on ministry appointment, terms six total, three year terms, one appointed each year by Board and Minister/staff</p> <p><b>Committees of the Congregation</b> (elected)</p> <p><b>Nominators</b> propose at least one candidate for each open elected office</p> <p><b>Stewards</b> Manage Endowment Fund</p> <p><b>Ministerial Search Committee</b> UUA process</p> <p><b>Affiliated Organizations</b> recognized by Board -</p> <p><b>Recognized Organizations</b> Values similar, may benefit, not controlled by church</p> <p><b>Inspection of Corporate Records</b> not addressed</p> <p><b>Fiscal year</b> July 1 - June 30</p> <p><b>Annual Report</b> only financial report addressed - full report is done in practice</p> <p><b>Budget</b> required - 5% change requires congregation vote</p> <p><b>Audit</b> Audit or review required</p> <p><b>Dissolution</b> Assets transferred to UUA</p>	<p>Member, non-voting</p> <p>Same in practice, not bylaws by membership</p> <p>church management and administration yes</p> <p>indefinite</p> <p><b>Standing</b> - Finance, Membership, Adult's &amp; Children's Religious Education, Worship, Comprehensive Planning, Shared Ministry</p> <p><b>Ad hoc committees</b> - most others, chair appointed by Board</p> <p>Committee on Shared Ministry</p> <p>All committee members must be members four total, two year terms, one each appointed each year by Board and Minister from other's proposed list</p> <p>propose at least one candidate for each open elected office</p> <p>—</p> <p>finances controlled by congregation</p> <p>—</p> <p>Membership, Books of Account, Bylaws and minutes available with reasonable notice</p> <p>July 1 - June 30</p> <p>written annual report required</p> <p>required - 10% change requires congregation</p> <p>Assets transferred to UUA</p>	

**FINANCIAL TOPICS****OCUUC****TAPESTRY**

<b>Annual Budgets FY2007-2008</b>	<b>\$329 thousand</b>	<b>\$302 thousand</b>
<b>Pledge income</b>	<b>\$207 thousand</b>	<b>\$227 thousand</b>
<b>Number of pledges</b>	<b>198</b>	<b>170</b>
<b>Average annual pledge</b>	<b>\$1.0 thousand</b>	<b>\$1.3 thousand</b>
<b>Automatic account deduction available for pledge</b>	<b>No</b>	<b>Yes</b>
<b>Budgeted fund raising income</b>	<b>\$35 thousand</b>	<b>\$30 thousand</b>
<b>Budgeted \$crip income</b>	<b>\$13 thousand</b>	<b>\$5 thousand</b>
<b>Minister Costs</b>	<b>\$80.5 thousand</b>	<b>\$95.5 thousand</b>
<b>Number of paid positions:</b>	<b>9: Minister, DRE, Admin, Music Dir, Choir Dir, Various Child Care, Bookkeeper, Sexton, Youth Advisor</b>	<b>4: Minister, DRE, Admin. Various Child Care</b>
<b>Total personnel costs</b>	<b>\$222 thousand</b>	<b>\$151 thousand</b>
<b>Debt</b>	<b>Mortgage - \$95 thousand balance</b>	<b>None</b>
<b>Rent/Debt Service</b>	<b>Debt Service: \$4.8 thousand/year</b>	<b>Facility rent: \$105.5 thousand/year</b>
<b>Number of bank and/or investment accounts</b>	<b>2+: Checking and Savings (+ endowment at UUA and other fin. inst.)</b>	<b>6: Checking, \$crip, piano fund, minister's discretionary, capital campaign, reserve</b>
<b>Restricted accounts</b>	<b>Endowment (~\$400k)</b>	<b>Capital Campaign (~\$50k)</b>
<b>Signature authority on bank accounts</b>	<b>President, VP Finance, Treasurer</b>	<b>President, VP Finance, Treasurer (+ Minister for discretionary account)</b>
<b>Fair Compensation Congregation</b>	<b>Working towards – need to add benefits</b>	<b>Yes</b>
<b>Active Finance Committee</b>	<b>Yes</b>	<b>No</b>
<b>Finance Committee Members</b>	<b>VP Finance, Treasurer, Bursar, Steward, Ways &amp; Means, Canvas Chair</b>	<b>VP Finance, Treasurer, Ways and Means, Pledge (when active)</b>
<b>Fiscal Year</b>	<b>July 1 – June 30</b>	<b>July 1 – June 30</b>
<b>Annual budget approved by congregation</b>	<b>Yes</b>	<b>Yes</b>
<b>Individual expenditures approved</b>	<b>No – as long as within budget</b>	<b>No – as long as within budget</b>
<b>Ways and Means Committee</b>	<b>Recently activated</b>	<b>Very active</b>
<b>Number of items offered at last service auction</b>	<b>120</b>	<b>60</b>
<b>Type of service auction items</b>	<b>Dinners, food, lessons, etc.</b>	<b>Dinners, food, lessons, etc.</b>
<b>Financial software</b>	<b>PowerChurch</b>	<b>PowerChurch for full general ledger and tracking pledges</b>

**FAITH IN ACTION/SOCIAL ACTION**

<b>OCUUC</b>	<b>TAPESTRY</b>
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<p><b>Faith and Action Council, Dan Noel, Ch.</b>  <b>Mission:</b> Coordinate Social Action and Community Outreach, <b>Karen Anderson &amp; Eva Lu Goodwin Noriega</b>, Board Liaisons.  <b>AIDS Team Ministry</b>  <b>Circulo de Amigos</b>  <b>Community Service Committee</b>  <b>Share Our Selves (SOS)</b>  <b>Mujeres Iniciando en las Americas</b>  <b>Peace Studies and Action Group</b>  <b>UU Service Committee</b>  <b>Earth Ministries/7th Principle</b>  <b>9/11 Truth</b>  <b>California Legislative Ministry</b>  <b>Additional Committee Members:</b>  <b>Pat McCully, Maurice Giss Gus Mau, Scott Armstrong, Kilchoer, Adair Small, Dolly Duran, Summer Dadah, Birdie and Charlie Reed</b></p>	<p><b>Mission:</b> to organize and promote education, advocacy, witness, and community action by Tapestry, its members, and members of the larger community on issues calling for the application of UU principles.  <b>Jan Meslin, Chair; Steering Committee:</b>  <b>Bev Huff, Shirley McGovern, Carol Wheeler, Karen Nichols, Janet Quillian</b>  <b>Subcommittees and Chairs:</b>  <b>Environmental Action, Bev Huff</b>  <b>Community Services, Karen Nichols,</b>  <b>Peace Advocacy, Shirley McGovern</b>  <b>Programs:</b>  <b>Letter Writing Campaigns</b>  <b>Peace Vigils</b>  <b>Second Sunday Films</b>  <b>Recent Activities:</b>  <b>Movie Night for Social Relevance</b>  <b>Corazon and Habitat for Humanity</b>  <b>Global Village</b>  <b>Vigil for Freedom to Marry</b></p>
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**GROUPS AND ACTIVITIES**

<p><u><b>OCUUC</b></u></p> <p><b>Walking Group</b>  <b>Covenant Groups</b>  <b>Covenant of UU Pagans--CUUPS</b>  <b>Dream Group</b>  <b>Theists</b>  <b>Knit Wits</b>  <b>Arts Committee/Group</b>  <b>Movies with the Minister</b>  <b>UU Atheists</b>  <b>Theists</b>  <b>Young Adult</b>  <b>Women's Group</b>  <b>Potlucks/Circle Suppers (inactive)</b>  <b>Book Group</b>  <b>Men's Group</b></p>	<p><u><b>TAPESTRY</b></u></p> <p><b>Yoga Group</b>  <b>Covenant Groups</b>  <b>Travel Group</b>  <b>Bridge Group</b>  <b>Young s (On Hiatus)</b>  <b>Women's Group</b>  <b>Potlucks/Circle Suppers</b>  <b>Book Group</b>  <b>Men's Breakfast</b>  <b>Adult Forum</b></p>
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# PROGRAMS

OCUUC

TAPESTRY

## CHILDREN'S RELIGIOUS EDUCATION

- A sense of purpose and recognition of self worth.
- A sense of belonging to a loving, caring, respectful community
- A religious identity as Unitarian Universalists with an awareness of our Principles and Purposes, our history and the diverse sources from which we draw inspiration.
- A commitment to Unitarian Universalist values and a sense of how that commitment translates into action.
- A respect for other people and an understanding of the many religious traditions.
- An awareness of the interconnectedness of ourselves, our community and all inhabitants of the world.
- A sense of wonderment and recognition of the fullness of life<its challenges and its blessings.

We accomplish this by providing age appropriate, stimulating curricula in a nurturing and safe environment. We affirm our connection to the community by joining together in worship services and intergenerational activities. We provide children and youth with opportunities to put our faith into action . Recognizing that faith development is an on-going process, we support families by creating meaningful ties between the home and church.

### Religious Education Committee members 2007-2008

**Mary Palieschesky (Chair), Barbara Berrocal, Summer Dadah, Barbara Davia, Jacques Kilchoer, Wim and Shannon Verkruijsse**

**-Current Enrollment in "Explorer":**  
CRE program - approximately 50 children age preK - 12th grade -Weekly Sunday "Explorer" classes - 9:30 service (all ages), 11:00 service - preK-1st grade, 2-4th grade, 5-7th grade, 8-12th grade. Curriculums change yearly (see attachments).

**-Social Action and Outreach:** - typically bimonthly field trip providing opportunity to experience -UU values and beliefs in action in the community

**Special Events:** - Welcome Back, Halloween, New Year, End of Year, Intergenerational Service -OWL - Our Whole Lives, human sexuality classes. Currently offered with neighboring congregations -Camp De Benneville Pines - week and weeklong camps in nearby mountains, meets a few times a year -Child Dedication ceremonies - celebrates and welcomes your child into the world and UU community

**Nursery Care** - childcare available during Sunday service for children under 5 - Youth Group - not currently meeting, depends on interest/enrollment -Evensong - family classes/events for all ages, TBA  
**-Staff:** DRE - **Katelynn Hassler**, 30 hours per week

**CRE Committee: 2007-2008 Co-Chairs - Kathy Tuominen-Lenny and Christine Krueger, Jordan Ashbach, Jeff Gothard**

## RELIGIOUS EDUCATION

### OCUUC

### TAPESTRY

#### **RE Program:**

Current Registration: 73 (nursery - Senior High)

#### **Curriculum:**

The preschool uses UU Identity curriculum. This year the preschool class is using *Celebrating Me and My World*.

The RE Committee has chosen **4 Pillars for Religious Education** for the K-8th grade classes.

1) Social Action, 2) UU Identity, 3) The 4th Principle (World Religions) and this year's theme - 4) The Six Sources of Our Living Tradition

Five-week units on each Source will involve the children and youth in hands-on activities and discussions leading to an understanding of the historical relevance of these Sources as well as their continued relevance today.

During December we will take a break from the Sources and focus on some Winter Holidays.

**Senior High:** The senior high class (usually about 4 youth) is creating its own program with a volunteer youth advisor at this time. We are in the process of hiring a youth advisor with the goal of forming a Youth Adult Committee. The Young UU Rational Thinkers (YUURT) is not currently meeting.

**RE Programming** is at the 11 AM service only. Child care is offered during the 9:15 service, and nursery care is available at both.

#### **Worship for All Ages:**

September 9 - Ingathering

December 24 - Christmas Eve

January 27, 2008 - World Religions Day

April 20, 2008 - Earth Day

May 11, 2008 - Music Sunday

#### **Adult RE**

"In 2006-2007, Adult Religious Education at Tapestry is entitled "Big Questions, Worthy Dreams," and consists of sixteen courses over the course of the year. More courses may be added as the year progresses.

Examples of courses include: Welcoming Congregation workshops, "Spirit of Life," "Neighboring Faiths," "Peacemaking," "Creativity to the Max," "Owning Your Religious Past," "On this Journey We Call Our Life," "Evensong for Families," and "From Age-ing to Sage-ing." Courses are led by both ministers and laypeople, and overseen by a task force, though an official Adult RE Committee exists in Tapestry's bylaws.

"Other religious exploration opportunities for adults not considered part of Tapestry's Adult RE program include Covenant Groups, Sunday Morning Adult forums, and special interest groups."

**RELIGIOUS EDUCATION**

**OCUUC**

**TAPESTRY**

**Our Whole Lives (OWL)**

OWL human sexuality classes are offered each year at OCUUC. Please contact **Keith Jenkins** for more information. OWL classes scheduled this year are Upper Elementary (4th and 5th grade) in Fall, and Jr. High (7th - 9th grade) in Spring.

**Camp De Benneville Pines:** All church retreat weekend, PSWD YoUUth camps (summer and winter) **Katherine Martin, DRE**, will be on staff again for the winter elementary camp.

**Child Dedication** - This ceremony is offered by **Rev. Karen Stoyanoff** and occurs at the request of parents.

**Intergenerational Activities and Special Events:**

The Guest At Your Table Potluck and Holiday Party and Craft Night are currently calendared. Other events that may occur if we have enough volunteer participation are the annual Easter Egg Hunt, Church Pals, Parents' Night Out, Intergenerational Game Night

## WORSHIP

### OCUUC

The Minister, **Rev Stoyanoff**, oversees and coordinates the services and Worship Associates, and WA meetings. Staff participants for services: Music Director; RE Director; Sexton; Intern Minister if we have one for the year. Lay participants: Worship Associate; readers or other participants; choir members.

The Worship Associates (chair, **Margaret Armstrong**) meet with **Rev. Karen** and the staff once a month. There are usually 6-8 members on the committee, and they are invited to join. One worship Associate usually assists for one full month, rotating members throughout the year. Guest speakers must be previewed by one of the WAs and a solid recommendation given by that member or members.

The Worship Associate for the upcoming month meets with **Rev. Karen**, the Music Director and the RE Director one time to plan for readings and any special needs for the services. The WA contacts and makes all arrangements for any guest ministers or speakers that month.

### TAPESTRY

Our minister, **Rev., Millspaugh**, oversees the planning of worship services, assisted by the worship committee, the DRE, and the choir director.

The worship service is led by a worship associate, chosen by the worship committee. Lay participants often include someone who reads an appropriate piece for the chalice lighting, and occasionally choir members or other musicians.

Our worship committee is comprised of Rev. Millspaugh, a chairperson, and three or four more members. Someone from the committee serves as worship service coordinator, scheduling worship associates from the congregation, who serve a month at a time.

The worship committee is in charge of finding guest speakers. Someone from the committee contacts the proposed speaker, and makes a recommendation to the committee. The worship associate for that particular date contacts and makes all arrangements for any guest speaker.

When there is a guest speaker, the worship associate leads the entire service.

**Rev. Millspaugh** contacts the worship associate the week before the service to inform her/him of his choice for the "Opening Words," or any additional requirements.

#### **Guest Speakers funding:**

Lay speakers: \$200 for two services

\$150 for one service during summer.

Clergy: \$250 for two services

\$200 for one service during summer

Traditions/Types of Services:

Flower Ceremony

Water Ceremony

Dias de Los Muertos

Bridge Ceremony

Thanksgiving

Christmas Eve

Valentine's Day

This I Believe

Schedule and Times:

We have two services, at 9:30 and 11:00 a.m.,

## MUSIC

### OCUUC

### TAPESTRY

**CHOIRS:** Orange Coast Choir (adult choir), Family Choir and MUUsical Magicians (the children's choir). Orange Coast Choir sings during both services three Sundays per month and rehearses every Thursday except during the summer and holidays. The Family Choir sings once a quarter and rehearses a Sundays before their performance. The MUUsical Magicians sing monthly in the 11:00 family service and rehearse most Sundays after church. We also have a Festival Choir which performs for holidays and special events. This involves most of the adult choir plus others who wish to sing only occasionally.

We use a 1920's restored Steinway baby grand piano for our services in the sanctuary. Occasionally, we use the Yamaha Portable Grand keyboard in the sanctuary when we want to use alternative keyboard sounds or sound effects, or if we need to transpose at the touch of a button. We use an upright Samick in the high school classroom, which doubles as our Sunday morning rehearsal space. In addition we have members and friends who add their instrumental playing to our Sunday services from time to time. Once a month, we have a paid guest artist perform during the Sunday services. These professional musicians have run the gamut from a dulcimer player to a Kirtan group, from a classical violinist to a blues guitarist. They perform on the day when the choirs are off.

We use two hymnals in our Sunday services, *Singing the Living Tradition* and *Singing the Journey*. Prior to each service we have sing-alongs using both hymnals. We also utilize audio visual equipment to augment the music program with Power

- Tapestry has a volunteer music/choir director, two paid pianists, and a volunteer choir.
- The pianists alternate on given Sundays and are paid for each time they play.
- The volunteer music director meets with **Rev. John** every few months to discuss upcoming service music. The music director also arranges some special music pieces performed by congregants throughout the year. Not all music decisions go through the director.
- The congregation has a sound system and one main coordinator of the equipment, with two congregants who volunteer as "sound engineers" as well.

#### **Choir**

- The choir is made up of anywhere from 6 to 15 members. They perform special music approximately 15 times a year, but they participate in some way in service music more than half the time.
- Special music from soloists or small groups happens about 15 times a year. Usually these are musicians from within the congregation who are willing to share their talents.

#### **Inventory**

- The congregation has a grand piano, which is not an institutional quality piano.
- The congregation also has a small music library, very small.
- Most music has been out of the Hymnal, but there is movement toward the new

**MUSIC**

**OCUUC**

**TAPESTRY**

Point programs. The Religious Education program and the MUUsical Magicians use the UUA's new children's songbook *May This Light Shine*. We have about 15 copies of that book.

Orange Coast Concerts is our concert series that presents four elective events each year. We bring in eclectic guest artists from our area and around the country. Past artists have included a Zydeco band, a Celtic group featuring a flutist, an alternative rock band, a Latin jazz group, and a classical piano trio. The purpose of the concert series is to create opportunities for outreach to the community (bringing in people who wouldn't otherwise come to OCUUC), and to create diverse entertainment events for our own members and friends to enjoy with each other.

We have also musical surprises throughout the year—No Talent Nite, Music I Can't Play on Sunday Mornings, spring choir concerts, music Sundays, hymn sings, and more.

There are three committees related to music: a Music Committee (Sunday morning music and special events), Committee on Music Ministry (staff's confidential committee to discuss personnel issues, etc.), and Concert Series Committee.

We have a 16-track sound board, a high-intensity projector, DVD player that's hooked up to the projector, 5-disk CD player, 4 handheld mics, 2 lapel mics, 1 podium mic, 2 speakers. We have 4 file cabinets full of choir anthems, plus a bookshelf full of larger works for choir. We have begun entering them in a custom database. Beth's brings her own personal piano music to play during the service.

UU music supplement. Currently Tapestry has less than 20 copies of the supplemental.

## COMMUNICATIONS

### OCUUC

**NEWSLETTER** - OCUUC communications primarily through the REACH newsletter (hard copies at church, some mailed, a lot emailed and on website).

Special messages on concerts, church events are broadcast via a church wide email.

**BULLETIN BOARDS** Several bulletin boards in Social hall, and main hall advertise programs, communicate who board members are (with pictures), other affiliated programs, etc.

**SPECIAL PROGRAMS** themed tables for committees and programs have tables set up each Sunday on the patio and when weather is bad, indoors in the building.

**ORDER OF SERVICE** bulletins show schedule of events and announcements.

**WEBSITE** advertises basic info on finding OCUUC, community life, etc.

Board liaisons and Committee chairs and members communicate info orally or written reports to members.

### TAPESTRY

**NEWSLETTER** 14-16 page monthly newsletter to 200 regular mail friends and 200 emailers at their request. Printed in-house by staff, edited and mailed by volunteers on bulk mail. Information put on website, but not in newsletter format.

**ORDER OF SERVICE**—100 published Friday by Admin. Asst.

**WEBSITES** Award winning website by unpaid volunteer.

**PUBLICITY**- Publicity Committee is not currently staffed.

**NEWSPAPER EDITORIALS**—**Rev. John** is guest editorial writer for OC Register.

**ADVERTISING**—Phone book and Major Newspapers. No press releases from Publicity.

**BULLETIN BOARDS** —Programmed themed BBs in Social Hall.

**EMAIL**—Informal voluntary email group for quick news and announcements. Formal discussion forum group.

**DIRECTORIES**—Semiannual Directory of members and friends published, occasionally a picture version is published

**AUDIO SYSTEMS**—DVD projector for movies and presentations. Audio system in meeting hall with mikes and handhelds.

## MEMBERSHIP

### OCUUC

We have about 240 members right now plus children. Attendance each Sunday is about 125 plus between the two services.

Membership is only accepted from persons who have completed our "Pathways" program which consists of a three hour session done on a Saturday. These sessions are offered the first Saturday in October, December, February, April and June. People who have visited at least three times since the previous session are personally invited to attend and a general announcement is made in the newsletter and in the order of service several weeks in advance. RSVPs are requested as we serve a nice lunch. UU history, OCUUC history, governance, committee and group organizations, etc are presented by the Membership Comm, Minister, president and VP of Program. Financial/Stewardship information is presented by a rep from the Finance Committee.

At the end of the session an invitation to membership is extended to all. People are told how they can sign the membership book. It is always done in the presence of at least a church officer, the minister or the chair of the Membership comm.

People are told there will be a membership ceremony at a service scheduled for the last Sunday of the month (or thereabouts). this gives them some time to think about it. Within a month of signing the book and going through the ceremony the new members will be canvassed by mail for a pledge. This was discussed during the Pathways session.

Greeters have a designated table and materials that are set up on our patio each Sunday. Newcomers and recent visitors are asked to complete a brief form and get a nametag. We also have many of our materials here so that new guests have something to read during the service which may help in answering some questions. Newcomers are asked to stand and introduce themselves at the beginning of the service. Some of our worship associates do a better job of this than others.

We meet monthly to review membership, attendance numbers, materials, planning for the next pathways or ceremony.

Location– see map appended

### TAPESTRY

**DEMOGRAPHICS**-120- Female, 52 Male members. Attendance about 100 in two services.

**PROCESS**-- Attend a new member Orientation, Speak with Minister, VP, or president if interested in joining. Make a financial pledge contribution, Sign the Membership Book, in the presence of Minister, VP or Pres., Participate in a New Member Recognition Service, at which:

We share information provided about themselves to the congregation

Voice their support of Tapestry.

The congregation voices their support.

They receive a chalice pin and something for their children if applicable.

**GREETERS** - 18 Greeters greet and sign in visitors. Last greeter makes copies of sign-in sheets for database recorder and admin who forwards note to committee heads of visitors who checked of those interests. She also mails letters to each visitor. Visitors are asked to introduce themselves to the congregation.

We have 3 greeters each Sunday, 1 for the early service, and 2 for late service. The early greeter stays to greet for second service (until the service begins), and makes conversation with the visitors from the early service to see how they liked the service and invite them to the social hall. After the late service, the late greeters make conversation with the visitors from the late service to see how they liked the service and invite them to the social hall. Greeters count attendance and a spreadsheet is used to track growth.

**NAMETAGS**-only prepared for members. Non-members fill out the stick-ons.

**LOCATION**-see map appended

