

# A Handbook for New Members of the Calgary Unitarians



Published by the Membership Team  
of the Calgary Unitarians

***June 2021 Edition***



## Table of Contents

Table of Contents .....	3
Unitarian Universalist Principles and Sources.....	4
Calgary Unitarians' Purpose .....	5
What do these terms mean to us? .....	5
Worship: .....	5
The Flaming Chalice: .....	5
Unitarian Universalists: .....	5
The Meaning of Membership in the Calgary Unitarians.....	6
Becoming a Member.....	7
Traditions at Calgary Unitarians .....	8
How to Get Things Done .....	10
Contact the Church Administrator .....	10
Visit Our Website .....	10
Newsletters .....	10
For Sunday Morning Services .....	11
Reimbursement for Expenses .....	11
Get to Know Others .....	11
Which Room is Which?.....	11
Pledge Financial Support to the Church, or Revise a Pledge.....	12
Report Someone Sick or in Special Need .....	12
How Our Congregation Works .....	13
Shared Ministry .....	13
Governance .....	13
- <i>Board of Trustees</i> .....	13
- <i>Congregational Meetings</i> .....	14
Calgary Unitarians' Finances .....	14
- <i>What are our Expenses?</i> .....	14
- <i>How is the Budget Developed?</i> .....	15
- <i>Financial Management During the Year</i> .....	15
- <i>Annual Fundraising Pledge Drive</i> .....	15
Our Staff .....	16
Interim Minister: Rev. Shelly Thompson .....	16
Church Administrator: Todd Robertson .....	16
Director of Religious Exploration: Sheila MacMaster .....	16
Music Director: Jane Perry.....	17
Other Contract Staff.....	17
Lay Chaplains .....	18
Committees.....	19
Links to Unitarian Universalist Organizations .....	23

## Unitarian Universalist Principles and Sources

We, the member congregations of the Canadian Unitarian Council, covenant to affirm and promote:

- The inherent worth and dignity of every person
- Justice, equity and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process within our congregations and in society at large
- 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.

The living tradition we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love
- Wisdom from the world's religions which inspires us in our ethical and spiritual life
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit
- Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

Grateful for the religious pluralism which enriches and ennobles our faith, we are inspired to deepen our understanding and expand our vision. As free congregations we enter into this covenant, promising to one another our mutual trust and support.

# Calgary Unitarians' Purpose

*We come together in beloved community,  
guided by our Unitarian Universalist principles and sources,  
to grow in wisdom, welcome and deepen relationships,  
and act for a just and sustainable world.*

## Have you been wondering?

### Worship:

The word “**worship**” originally comes from the word “worthskipen”, which means to assign worth, or to lift up that which is of value in our lives. Assigning worth, something we do routinely every day, is a profoundly creative and spiritual act, for as we assign worth, we create our world of meaning. And as we work, play, and worship together, we create new worlds of meaning with one another, our children, and perhaps even for the larger human community.

The Unitarian church is a place where you are encouraged to listen to your own best insight, reason, heart, and conscience; a place that embraces & celebrates diversity of individuals and diversity of understanding. It is a place where the individual is the authority on matters of belief.

The Unitarian community shares certain values, as eloquently stated in the **Principles and Sources** of our denomination and puts these values into practice through various projects and inter-personal activities.

### The Flaming Chalice:

A flaming chalice, a common UU symbol found in many UU churches, plays a significant role in services, meetings and communications. The chalice represents a cup from which all may share and the flame represents the warmth of fellowship, transcendence, and energy.

### Unitarian Universalists:

We say we are UU's or **Unitarian Universalists** because two North American faiths, the Universalist Church and the Unitarian Church joined into one association in 1961, called the Unitarian Universalist Association (UUA). Later, the Canadian churches separated to form the independent Canadian Unitarian Council (CUC). In Canada, there is very little Universalist history, so most Canadian churches are called “Unitarian”.

## The Meaning of Membership in the Calgary Unitarians

You may come here searching for a spiritual home.

You may come here looking for a loving community.

You may come here to be part of our movement for social justice.

Whatever your reasons for being here, your becoming a member means:

- You are in harmony with our principles
- You have joined in our particular community
- You share responsibility with the rest of us for how things go here.

Members of the Church:

- Share a commitment to the life and future of our congregation.
- Are encouraged to join in its spiritual and social activities, and its works in the wider community.
- Are encouraged to take part in volunteer activities in support of the congregation.
- Are expected to contribute a responsible share toward meeting our financial needs, as personal circumstances permit. We ask that each member make at least one identifiable financial contribution to the Calgary Unitarians each year.
- Have the right and are encouraged to vote at congregational meetings as part of the self-governance process of the Calgary Unitarians.
- May have rites of passage officiated by the minister.
- May serve on committees including being elected or appointed as chair.
- May serve on the Calgary Unitarians' Board of Trustees.
- May serve as delegates to assemblies of the Canadian Unitarian Council (CUC) and the International Council of Unitarians and Universalists (ICUU).
- Receive the Church's regular publications and other mailings, and the newsletter of the CUC.
- Are included in the Directory of Members and Friends and are entitled to a printed copy of the Directory.

## **Becoming a Member**

Membership is open to all of age 16 or over who embrace the Principles and Purposes of Unitarian Universalism, and who wish to support and participate in our community.

We have a Covenant of Right Relations which our members agree to abide by in their relations with one another. The covenant, agreed to by the congregation in December of 2020, can be found on our website at [calgaryunitarians.ca/about us/our governance and documents/](http://calgaryunitarians.ca/about-us/our-governance-and-documents/)

According to our By-Laws, membership requires:

1. an affirmation of our Principles and Purposes,
2. showing an understanding of the responsibilities of membership,
3. being affirmed as a member by a majority vote of the Board,
4. signing the membership book with a Board Member or the Minister witnessing,
5. giving an identifiable contribution over each 12-month period. (The operation of our church is funded primarily by money that members and friends pledge to give each year - see Church Finances section). Calgary Unitarians also pays dues each year, partially calculated on the basis of the number of our members, to support our Canadian Unitarian Council. Please contact the Minister, President or Treasurer for more information if you have a concern about making an identifiable donation.

## Traditions at Calgary Unitarians

This section is meant to help you become familiar with events and things we regularly get involved with at our church.

### **The ACM – Bi-annual Conference & Meeting of the Canadian Unitarian Council:**

This is the annual general meeting and bi-annual conference of UU's at the national level, held on the May long weekend. There are usually several hundred people attending, depending on the location, which rotates around the country. Each of the 50 or so congregations send delegates to the CUC Annual General Meeting, and those delegates conduct the "business" of the denomination. All UU's are welcome to attend the conference and workshops (for a registration fee). It is a wonderful way to mix with UU's from all over Canada.

The ACM is advertised for several months in advance, and members of the Calgary Unitarians are invited to apply to be delegates. Delegates' expenses are not covered by the church, but arrangements can be made to make them tax-deductible.

### **CABARET:**

The UUphonia choir puts on a choral cabaret fund-raiser each spring, usually in April or May. It runs for two nights, Friday and Saturday, and the format is one where the audience sits at tables and enjoys snacks and drinks while they are entertained. The choir sings a number of songs together, plus there are many solos and small group numbers. Generally there is much laughter and good times had by all, so it is a very popular event for the congregation and other friends. Expect to see people selling tickets to this event during the spring.

### **CANUUDLE:**

This is the major youth conference of the year, and is held in conjunction with the ACM. The youth (age 14 to 20) do fund-raising during the year to help them get to this weekend conference in May. Canoodle can be a major life-changing experience for youth, because the youth community that is built during the weekend is so clearly totally accepting of who they are.

### **Community Garden:**

Calgary Unitarians makes its raised garden plots in the back yard of the church available for any who wish to plant and tend a garden over the spring and summer period. A small rental fee is assessed to cover water costs. If you'd like to do this, contact the Green Sanctuary Committee (see "key person finder" in your church directory, or committee email contacts through the website: calgaryunitarians.ca )

### **Gay Pride Parade:**

Our congregation always has a contingent in the Calgary Gay Pride Parade, where we carry a 125-foot pride banner. This banner is part of the 500-foot banner created by several of our youth-group members and paraded on Parliament Hill immediately before Canada's Equal Marriage bill was passed into law. The parade is usually held on Labour Day weekend.

This banner and our youth are now recognized in an exhibit on Human Rights in the National Museum of History in Ottawa/Gatineau.

### **Mitten Tree:**

In December, before Christmas, there is usually one Sunday when those in the congregation are

asked to bring donations of mitts, hats, scarves, and wool socks to hang on the “mitten tree” during the service. These are then donated to a charity which distributes them to those in need.

**Operation Cookie:**

In December the Membership and Caring Teams together sponsor an event to distribute plates of home-made cookies to shut-ins in the congregation, and others who may be in need of some extra TLC. Cookie donations are requested from the congregation, and after the Sunday service congregants are asked to deliver the plates to the recipients’ homes.

**Summer Services:**

During July and August the minister is on holiday and study-leave. Therefore, the services are lay-led (Led by volunteers from the congregation), and are usually much more informal than during the normal church year. Expect to see requests for volunteers during the spring months to fill out the summer schedule. Children will have a place to have fun while parents are at the summer service.

**Theme-based Listening Circles (TLCs):**

These are small groups which meet once a month to share thoughts and insights about the theme of the month. To prepare for this session, participants consider the readings in the current Reflections publication.

**Tower Climb on or before Earth Day:**

The Alberta Wilderness Association sponsors a fund-raiser usually the Saturday before Earth Day (April 22). Our church has a tradition of sending many people, including children and youth, adults and elders to climb a downtown office tower (once or many times) to raise funds for this cause. Before the event, expect to see people soliciting donations/pledges at coffee time, and some forming teams to climb together. The Sunday after the climb, all CALGARY UNITARIANS climbers are recognized in the service and we crow about how much we raised for the AWA!

**Turn of the Wheel Quarterly Half-day Retreats:**

Usually, on the Saturday before each equinox or solstice there is a half-day mini-retreat offered. This is spent mainly in personal reflection and journaling, plus some optional sharing of insights.

**Western Region Fall Gathering:**

Each fall, usually just after Thanksgiving, there is a short weekend conference sponsored by one of the churches in the “Western Region” (Thunder Bay to Alberta). In September there are notices published in the E-news advertising the program. The program starts on Friday evening, and runs until Sunday lunch. The cost is reasonable and there are usually a number of our people going, so car-pooling can be arranged. Also, home hospitality at no charge with a local UU family can be arranged if requested on the registration form. There is a regional youth conference (called a “youth con”) held in conjunction with this gathering.

## How to Get Things Done

### Contact the Church Administrator

Email Todd Robertson at [office@calgaryunitarians.ca](mailto:office@calgaryunitarians.ca) or phone 403-276-2436.

There is also a mail-slot in the church office. Office hours are not regular during Covid times, but may be established afterward.

- **Change phone / address / email information.**

Email or phone the church administrator.

- **Get a Calgary Unitarians Directory:**

Each member or friend is entitled to a copy of our directory and is entitled to be included in it. A pdf copy is available to any Member or Friend on request to the Administrator. To receive an updated paper copy, check in the office on a Sunday (in the north-east corner, by the door). If there are no directories there, contact the administrator.

- **Key Person Finder:**

This is included as part of your copy of the Calgary Unitarians Directory. It includes board members and committee contacts. It is updated at least once a year, after the elected board members change at the Annual General Meeting in May. It is also updated as much as monthly as new Members join the congregation.

### Visit Our Website

Visit [www.calgaryunitarians.ca](http://www.calgaryunitarians.ca) for lots of information and help, including how to:

- **Check the congregation calendar, listing room bookings in the building:**

(1 – 2 week calendar is also posted periodically on the office door)

- **Schedule an event or meeting:**

Use the Booking Form on the website under “bookings/ calendar and booking form”. Please check the calendar first to see whether the room you are asking for is available. The administrator will assign an appropriate room and confirm with you by email.

- **Peruse Adult Programs**

(Adult program listing also available in a paper booklet)

- **Sign up for programs:**

There is a registration form for adult programs (programs/ adult/ program registration). You can also sign up for some events by signing on the sheet pinned to the notice board in Wickenden Hall.

### Newsletters

- **Order of Service bulletin page,**

which contains brief announcements – To publish your team’s announcement, contact the Administrator by 10:00 AM the Thursday morning before the service. We also project announcements before the service. Announcements should be of interest to the congregation at large.

- **“Reflections”**

published monthly electronically – all about the monthly theme including reading material for TLC’s (Theme-based Listening Circles”) – available on the website.

- **“CUC E-news”**

newsletter of the Canadian Unitarian Council: Published monthly and available on the CUC webpage – [www.cuc.ca](http://www.cuc.ca)

### **For Sunday Morning Services**

- **Flower donations for the service:**

Anyone may donate flowers for a Sunday service, to honour a special person or event, by contacting the administrator.

- **Share Joys, Concerns, and Milestones:** (suspended during Covid)

During the service you may write a joy, concern or milestone (eg: special birthday or anniversary) that you would like to share, on the green cards available on the chairs in the sanctuary. Place this card in the offering basket, and your note will be shared verbally with the congregation at the service. To mark a joy or concern privately, during the offering or meditation you may light a candle on the wall at either side of the hall or drop a pebble into the bowl of water at the right front of the hall.

### **Reimbursement for Expenses**

In the event that you spend your own money on a budgeted church committee function, you may claim your expense and be reimbursed. Forms are available on the east wall in the church office and on the website. Fill out the form and give it to the committee chair to sign and submit to the Treasurer. All committee chairs have mail slots in the office, on the wall just inside the door. Substantial expenses should be cleared with the committee chair in advance.

### **Get to Know Others**

The best way to get to know others, of course, is to become active in the life of the church -- attend programs, work on committees, sing in the choir, volunteer to help out with coffee, welcoming, ushering or special projects, or participate in social events. If you would like some assistance in meeting others, the Membership Committee Chair or the Minister might be able to help out.

### **Which Room is Which?**

- **The Barker Room:** It's the room where we hang our coats, outside the main office and the Minister's office, adjacent to Wickenden Hall.
- **Panabaker Hall:** This is also called our church sanctuary. It's the hall at the south end of the building, where we hold Sunday services and many events.
- **Wickenden Hall:** The room attached to the large kitchen (north end of building) where we usually serve coffee after the Sunday service. We used to hold all our Sunday services in Wickenden before we restored **Panabaker Hall** in 1995. This is also called our Fellowship Hall.

### **Pledge Financial Support to the Church, or Revise a Pledge**

To make a pledge during the pledge campaign (February to April) or at any other time, contact the Stewardship Team ( [pledge@calgaryunitarians.ca](mailto:pledge@calgaryunitarians.ca) ) or leave a message in the Stewardship (or Canvass) mail slot in the church office. You may make a pledge online on the website at <https://calgaryunitarians.ca/connection/financial-stewardship/> To revise a pledge outside of the annual pledge drive time, contact the Treasurer ( [treasurer@calgaryunitarians.ca](mailto:treasurer@calgaryunitarians.ca) ).

### **Report Someone Sick or in Special Need**

Contact the minister, or send a message to the Caring Team, at [caring@calgaryunitarians.ca](mailto:caring@calgaryunitarians.ca) .

## How Our Congregation Works

### Shared Ministry

Shared Ministry is the act of service that supports our congregation's principles and values. Individually and together, we share the responsibility to minister to our congregation and the broader community.

### Governance

The governance of our Unitarian Universalist churches and fellowships is based on "congregational polity". That is, each church is independently governed by its own congregation. Each congregation typically selects a Board of Trustees, staff, and committees to take care of daily business and to provide leadership for the implementation of goals. However, the congregation is the ultimate authority in matters of Church governance. (The individual is the authority on matters of personal belief.)

#### ***- Board of Trustees***

Calgary Unitarians is governed by its Board of Trustees, which provides leadership and direction, in accordance with our constitution and by-laws (see Appendices). The Board consists of a President, Vice-President, Treasurer, Secretary, and four Trustees. The President, Vice-President, Treasurer and Secretary are elected annually; the term for each Trustee is three years, beginning in overlapping years.

A Board Member is assigned as liaison to each of the standing committees in order to facilitate communication and coordination. Scheduled meetings of the Board are held monthly (currently the second Wednesday of every month), and special meetings are held as business requires. All members of the congregation are welcome to attend meetings and to suggest items for discussion by the Board.

## **- Congregational Meetings**

Calgary Unitarians operates according to the church year (fall to spring) rather than the calendar year. The fiscal year runs from August 1<sup>st</sup> to July 31<sup>st</sup>. There are two regular business meetings of the Church in each fiscal year, the Annual General Meeting, and the Annual Stewardship Meeting:

The **Annual General Meeting** is held in the spring before the 15th of May. This is the time when elections for church office are held, and the church budget for the upcoming fiscal year is approved. The budget process includes reviewing and approving expenses for all committees, salaries for staff, payment of fees to the Canadian Unitarian Council, etc. Sometimes there are other items for discussion and/or vote of the members, such as By-law changes.

The **Annual Stewardship Meeting** is held in the fall prior to the 15th day of December. The major purpose of this meeting is to review the annual report and approve the financial statements for the previous fiscal year. Other items can be included on the agenda as well.

The Board of Trustees is responsible for scheduling congregational meetings. The President normally presides. Any item of business may be presented at these meetings by any member without prior notice, except for items of business specifically exempted by Church By-Law, such as amendments to the Constitution or By-Laws.

A quorum of 30% of the members residing in Calgary is required for any vote.

From time to time special meetings may be called to deal with specific issues that either can't wait until the next regular meeting or would involve more time in discussion than is available at the regular meeting.

## **Calgary Unitarians' Finances**

Our members and friends provide the major source of financial support and stability for our church through generous pledge commitments. Each year our pledge campaign raises over 70% of our income. The rest comes from fundraising activities, income from our endowment trust fund, miscellaneous donations, and rental of church facilities.

### **- What are our Expenses?**

Our income supports the wide range of activities involved in achieving our purpose:

- **Vibrant Sunday Services** – forms about 22% of our budget
- **Spiritual Growth** – forms about 11% of our budget
- **Empowering Children and Youth** – forms about 15% of our budget
- **Outreach and Social Justice** – forms about 13% of our budget
- **Building Beloved Community** – forms about 13% of our budget
- **Sharing Our Abundance** – forms about 26% of our budget, and includes our support of the Canadian Unitarian Council (CUC), our national organization in Canada

Many of our expenses would be much larger except for the many hours volunteered by our members, especially those on the Physical Plant Committee.

### ***- How is the Budget Developed?***

Each year, the Treasurer develops a proposed budget in collaboration with the many committees who carry out the work of the church. Around January/February, each committee is asked for input, balancing requests for funding with a vision of the future and an understanding of the present. Over several months details are worked out collaboratively at meetings of the Council of Committees, and the resulting proposed budget is presented to the Board of Trustees for tentative approval.

The final figures are presented to the Congregation at the Annual General Meeting held in May. At this time, the Congregation decides whether further changes or adjustments to the budget are needed, and the budget is adopted for the upcoming fiscal year.

As you can see, the process of developing a budget is a rather long, thoughtful, democratic, collaborative process!

### ***- Financial Management During the Year***

Invoices sent to the church for regular expenses (like cleaning, or telephone) are handled by the Bookkeeper – cheques are written and given to the Treasurer for the needed two signatures, and mailed out. Other invoices go first to the appropriate committee chair for approval.

Church members who pay personally for items can request reimbursement by filling out an expense claim form, having it signed by the chair of the appropriate committee, and putting it in the Treasurer's box in the church office. In all cases, members should ensure the committee chair is aware of the expenditure and has confirmed that budget exists before the expenditure is made. In some cases, Church members request a donation receipt for their expenditures instead of reimbursement: these requests are handled by the Treasurer. An example of this is that members can request a donation receipt to cover travel costs when they act as delegates at the Annual General Meeting of the Canadian Unitarian Council (CUC).

Committee chairs receive reports of their budgeted and actual expenditures, so they can see how they are doing in relation to their budgets.

### ***- Annual Fundraising Pledge Drive***

Once a year we ask our members and friends to consider how much money they are able to contribute to the support of our church in the next fiscal year (August to July). Without these pledged contributions, it would not be possible to prepare a yearly budget, undertake commitments to pay our staff, sustain our building or plan programs. (All identified contributions are tax deductible, and a tax receipt is issued to donors each February for contributions received in the previous tax year.)

When it comes time to pledge, the Stewardship Committee asks you to think about the value the church brings to your life and to balance value with your resources. Some households can give \$20 per week, per working person. Some can give more and others less. We encourage church members and friends to pledge an amount that "Feels Good"!

## Our Staff

There is biographical information about our staff members on our website.

### **Interim Minister: Rev. Shelly Thompson**

Our settled minister of the last eleven years, Rev. Debra Faulk, has recently retired. To help our congregation go through a transition process before calling a new settled minister, we have called an “Interim minister” to serve with us in shared ministry for the next two years, ending in 2023. Rev. Shelly will begin her time with us on August 1<sup>st</sup>, 2021.

When is it a good time to call on the minister?

- When you are facing trouble or difficult times in your life
- When you are experiencing happy times
- When you would like to take a closer look at your own spiritual path
- When you'd like to find out more about this church or about Unitarian Universalism
- When you would like to plan a rite of passage -- marriage, child celebration, memorial service. (The minister does not charge members for these services.)
- When you feel the need for short-term support or counseling about life passages, grief, relationships, family, personal growth, or existential issues
- When you feel someone in our community would benefit from extra support
- When you have suggestions for programs or services
- When you want to get better acquainted

After August, 2021, you can contact Rev. Shelly through the minister's study phone number (230-8938). There is a confidential voice mailbox, so if she is not available, please leave a message.

### **Church Administrator: Todd Robertson**

See the “Contact the Church Administrator” section under “How to Get Things Done.”

### **Director of Religious Exploration: Sheila MacMaster**

#### *About the Church School*

As the next generation of Unitarians, the spiritual, ethical and moral development of our children and youth is extremely important.

Most Sundays, the young join the congregation for the beginning of the service. After the lighting of the main sanctuary chalice and often a story for all ages, then during a special “leaving” song, the children and youth go downstairs to the church school and youth group. The classes are currently Nursery (ages 0-2), Explorers (ages 3-7), Elementary (ages 8-11) and Youth (ages 12-18). In the elementary school age classes two paid staff members, plus dedicated volunteers help guide the spiritual, moral and ethical development of our children through a variety of engaging and appropriate curricula.

As the children cross the threshold into their teen years, they become part of our Youth Group, where our young people expand their horizons as members of our church and the Unitarian world. Additionally, childcare for babies and toddlers (ages 0-2) is available during all Sunday services in our Nursery from 10:20 a.m.

## **Music Director: Jane Perry**

### *About the Church Choirs*

**UUphonia**, the main Unitarian Church Choir, practices each Thursday night from 7:30 – 9:30 pm and it sings about once every three weeks. The highlight of the choir year is our annual Cabaret. The church becomes a “cabaret club” with lots of good drinks and food and, naturally, entertainment. Members from the choir and the church participate as soloists, in duets and groups, in sketches, monologs and stories. There is a little of everything and in the end it’s a fun night of lively entertainment and fun for all.

Regardless of your ability or experience, if you are interested in singing with the choir, please let us know. Feel free to talk to Jane or any other member of the choir or just show up Thursday nights at the church. We welcome you and look forward to singing for and with you!

**Chor Vida** is an auditioned choir which sings occasionally in services and at events.

### **Other Contract Staff**

Bookkeeper – Frejya Evenstar  
Classroom Leaders in the Children’s Program  
Sexton (caretaker) – Robert McDonald  
Maintenance Support – Arno Buruma

## Lay Chaplains

Lay Chaplains are laypersons who are appointed for a two-year term (renewable twice, for up to six years) to assist the minister in preparing and officiating rites of passage ceremonies, such as weddings, memorial services, and child dedications. Lay Chaplains, like clergy, perform legally-sanctioned marriage ceremonies. While the minister normally conducts these ceremonies for members of the church at no charge, our Lay Chaplains are available to serve members of the church when the minister is on vacation (July & August) or is otherwise unavailable, and by special request as well. Most of the Lay Chaplains' work involves performing ceremonies for members of the public who are not members of our church, but who would like to have a Unitarian-officiated service. Contact the Church Administrator to be put in touch with one of our Lay Chaplains. Lay Chaplains are not paid staff, but receive remuneration through fees, honoraria, and gratuities. The fees are set by the Board of Trustees, though the Lay Chaplains are free to negotiate lesser fees with individuals, as they deem appropriate. Regional workshops for the training of chaplains and potential chaplains are offered from time to time, through the Lay Chaplaincy Committee of the Canadian Unitarian Council (CUC). If you would like to explore the possibility of becoming a chaplain, contact the chair of our church Lay Chaplaincy Committee for more information.

Rites of Passage UUs Traditionally Celebrate:

- Weddings
- Renewal of Vows
- Memorial Services
- Child Naming and Child Dedication Ceremonies

As a member, if you have a rite of passage that you would like to celebrate, please contact the minister and she will arrange the service with you. If you are a Friend of the congregation, or know someone from the larger community who would like to celebrate one of these rites of passage, we have two lay chaplains who are trained to officiate at these services. Those who are interested can contact our office for more information about the lay chaplains' fees and rental space availability.

## Committees

These teams of people keep the wheels rolling in our church. We could not exist as a church without their creativity and energy. You are welcome to attend a meeting of any of these committees to check out what they do and how. Then make your own decision on whether you would like to apply your skills and talents to working with them. Both ongoing and one-off tasks are available for volunteers, to suit your schedule. To learn more about any team, please contact the chair, who is listed in the “Key Person Finder” at the front of the church directory.

- **Adult Religious Exploration Committee**

The Adult Religious Exploration Team seeks to offer programs that involve Mind, Body, Heart and Spirit. Adult Programs are listed on the church website. For more information about courses, workshops, and volunteer opportunities, please contact the Chair of the Adult Religious Exploration Committee. Email to [adultprograms@calgaryunitarians.ca](mailto:adultprograms@calgaryunitarians.ca) .

- **Audio-Visual Team**

This team provides support for sound and visual effects (projected pages and videos) for Sunday Services, and for other events on request. During Covid times they have been the mainstay of Sunday Service production through Zoom webinars and meetings. They can also provide this support for groups renting space with us for events, on a fee-for-service basis. Technology buffs are most welcome to join the group who manages and supports the Sound and A/V systems! Email to [AV@calgaryunitarians.ca](mailto:AV@calgaryunitarians.ca) .

- **Caring Committee**

This group is the one to contact if you become aware of anyone in the congregation who becomes ill or is in need of support. Email to [caring@calgaryunitarians.ca](mailto:caring@calgaryunitarians.ca).

- **Children and Youth Religious Exploration Committee**

The mission of the CYRE Committee is to support individual religious development within a safe and caring environment. The committee focuses primarily on the church school for children and youth.

The CYRE Committee works with and supports the Director of Religious Exploration (DRE). The committee is responsible for recruiting and hiring the DRE. Each year the committee prepares the Religious Exploration budget, selects curricula for each age group, and recruits capable, caring teachers for the church school, and leaders for the youth group. The nursery is also a part of the committee's responsibilities. There are paid classroom leaders for the two elementary-school level classes, supported by volunteers who help out.

The CYRE Committee is supported by a dedicated group of teachers who work with the children and youth, while the adults are attending the church service. Providing religious education for our children has always been a high priority for our church. The teachers, the DRE, and this committee make this possible. Email to [DRE@calgaryunitarians.ca](mailto:DRE@calgaryunitarians.ca) .

- **Communications**

This is not a formal committee, but an umbrella grouping of those involved in communication within and outside the church. Included are the editors/managers of the E-news weekly email newsletter, the church website, and the quotes in the thought bubbles on the east side of the

church. The Social Media Coordinator (currently the Administrator) has a major role in church communications.

- **Council of Committees**

This committee consists of the chairs of all committees and meets every second month. It was set up to ensure good communication among the various committees and to coordinate team input to the annual budget. The Vice-President is the chair of this Council. Email to [CofC@calgaryunitarians.ca](mailto:CofC@calgaryunitarians.ca) .

- **Endowment Trust**

This committee manages the investments in the Calgary Unitarians' Endowment Trust Fund. There are four trustees who are elected. The church Treasurer is part of this committee. Email to [etf@calgaryunitarians.ca](mailto:etf@calgaryunitarians.ca) .

- **Finance Committee**

This committee deals with all financial matters related to our congregation. In some matters it makes decisions, in others it makes recommendations to the Board of Trustees. Its responsibilities include monthly reviews of the church financial statements; drawing up the annual budget; and providing advice and support to the Treasurer, who is also a member of this committee. This committee normally meets once a month. Email to [finance@calgaryunitarians.ca](mailto:finance@calgaryunitarians.ca) .

- **Green Sanctuary Committee**

This program is unique in our denomination and in this Congregation. It provides a framework for us to try to live our lives in ways as expressed in our 7th Principle.

It provides a series of goals and a range of activity areas to attain them. It is not just focused on tangible sustainable life styles but also considers spiritual aspects.

The committee sponsors our community garden and presents film nights and speakers relating to environmental and gardening topics. Email to [greensanctuary@calgaryunitarians.ca](mailto:greensanctuary@calgaryunitarians.ca) .

- **History and Archives Committee**

This team ensures that a continuing record of church history is maintained. All church material of historical relevance is assembled and filed by the archivist. It is available for reference in the church during a minimum 5-year period and then is stored permanently in the Glenbow Museum Archives. Any additional records about our members and the church, such as photographs and news clippings, are labeled and preserved. Email to [history-archives@calgaryunitarians.ca](mailto:history-archives@calgaryunitarians.ca) .

- **Information Technology Team**

This team provides support for the computers and computer network within the building, plus remote access to that network, along with other electronic systems such as the video surveillance system, the automated door entry system, and the video doorbell system. They also manage the security access into our network and database system. Email to [tech@calgaryunitarians.ca](mailto:tech@calgaryunitarians.ca) .

- **Lay Chaplaincy Committee**

The purpose of this committee is to interview potential candidates, and then, to appoint (with Board approval), assist, and support our CALGARY UNITARIANS Lay Chaplains.

This committee also provides information for the general public in Calgary and area and specific agencies (eg: funeral homes), about the service provided by CALGARY UNITARIANS Lay Chaplains. This is done to a small degree by advertising, some brochures, but mostly by word of mouth. Email to [laychaplains@calgaryunitarians.ca](mailto:laychaplains@calgaryunitarians.ca) .

- **Membership Committee**

This team works to promote the shared ministry of the congregation, member to member, throughout the Calgary Unitarians community and encourage all our members to participate fully in the life of the Church. We welcome newcomers to the church and provide a path to follow to become members should they wish it. We encourage membership growth, both in numbers of members and in connection of members to our community. The committee meets monthly. Email to [membership@calgaryunitarians.ca](mailto:membership@calgaryunitarians.ca) .

- **Concert Production Team**

This team supports the Music Director in producing three or four fundraising concerts each church year. Past events have included choir concerts, jazz evenings with cash bar and refreshments, afternoon chamber music recitals, and silent movie nights with live accompaniment and hot popcorn. Tasks include ticket management, advertising, volunteer coordination, and reception coordination. Email to [concerts@calgaryunitarians.ca](mailto:concerts@calgaryunitarians.ca) .

- **Nominating Committee**

This committee prepares the slate of candidates for the elected positions as outlined in the Bylaws (appendix). The committee consists of 4 members who are elected to two-year terms. Two of the terms overlap each year. Email to [nominations@calgaryunitarians.ca](mailto:nominations@calgaryunitarians.ca) .

- **Physical Plant (Property) Committee**

The Physical Plant Committee is responsible for the maintenance, and security of church property. We interact with the Board of Trustees, other committees and individuals to design and implement improvements initiated by ourselves or others, in an environment that encourages each member to learn new skills, exercise existing ones and contribute to the wellbeing of the larger church body. At time of writing, the committee has hired a handyman to do work as needed for up to six hours a week, which has cut down significantly on the time demands on the volunteer team. Email to [physicalplant@calgaryunitarians.ca](mailto:physicalplant@calgaryunitarians.ca) .

- **Committee on Shared Ministry (sometimes called COSM)**

This committee nurtures high quality shared ministry within the congregation. Shared ministry is the act of service that supports our congregation's principles and values. We serve to clarify expectation about shared ministry and to evaluate how we meet our goals for shared ministry. We also serve to counsel the minister, the congregation and its leaders about the status of our shared ministry. The congregation elects two members of the committee, two are appointed by the minister and the first four members select a fifth. Email to [cosm@calgaryunitarians.ca](mailto:cosm@calgaryunitarians.ca) .

- **Social Justice Committee**

The Social Justice Committee is comprised of individuals and groups who support Unitarian Universalist Principles by nurturing social justice at the local, municipal, provincial, national and international levels. In collaboration with representatives of organizations that have similar goals, we promote social justice by meeting needs directly, by providing opportunities for

members and friends of the congregation as well as members of the public to become better informed about issues, and by advocating for progress. We are always delighted to have assistance with existing projects, and we welcome new ideas. We are currently working in collaboration with the Calgary Alliance for the Common Good. Email to [socialjustice@calgaryunitarians.ca](mailto:socialjustice@calgaryunitarians.ca) .

- **Stewardship Team**

This committee works primarily in project mode, to run an annual fund-raising campaign to cover over 70% of the operating expenses of the church. Specifically, we raise pledges for annual donations to the church, and members and friends are asked to pledge generously to the level they can afford, according to their own financial situations. Currently the pledge campaign is run in the spring, asking for pledges to cover the following church fiscal year, which runs from August 1 to July 31. Email to [Stewardship@calgaryunitarians.ca](mailto:Stewardship@calgaryunitarians.ca) to reach the team, or [pledge@calgaryunitarians.ca](mailto:pledge@calgaryunitarians.ca) to offer a pledge.

- **Worship Arts Team**

This team is responsible for planning, organizing and coordinating Sunday Services and Programs. This committee works closely with the Minister, Choir Director, and the Director of Religious Education. It is also responsible for organizing and planning "lay-led" (volunteer-led) Sunday Services and follow some presentations with open discussion.

Come and participate! You are welcome to attend any meeting of the Sunday Services Committee to present your ideas and suggestions. Your input is valued and is part of the Unitarian tradition. Email to [wat@calgaryunitarians.ca](mailto:wat@calgaryunitarians.ca) .

## Links to Unitarian Universalist Organizations

### **Canadian Unitarian Council (CUC)**

Unitarian Universalist congregations in Canada belong to this association. Our own Jane Ebbert is currently (as of Nov, 2016) on the Board of the CUC.

CUC @ Centre for Social Innovation  
302-192 Spadina Ave  
Toronto, ON M5T 2C2.  
(416) 489-4121  
email [info@cuc.ca](mailto:info@cuc.ca)  
website [cuc.ca](http://cuc.ca)

### **Canadian UU Women's Association (CUUWA)**

The CUUWA is an association of UU women across Canada, meeting primarily online or through email, who work on issues of particular interest to women. All UU women are welcome to join.

website [cuuwa.org](http://cuuwa.org)

### **CUSJ – Canadian Unitarians for Social Justice**

An across-Canada organization for social and environmental justice-oriented UU's.

Website [cuc.ca/links/cusj.htm](http://cuc.ca/links/cusj.htm)

### **International Council of Unitarians and Universalists (ICUU)**

The ICUU consists of member denominations all over the world, from Europe to India to the Philippines to the Americas. It has promoted the growth of Unitarian Universalism in Africa. We are connected to this organization, and contribute to its support, through the CUC. There are international conferences held every second year, hosted by different countries. As a Member, you too could attend one of these conferences! In July 2016, one Member of our congregation (John Michell) began serving as Treasurer of the ICUU.

Website [icuu.info](http://icuu.info)

### **Unitarian Universalist Association (UUA)**

UU organization for USA, which also provides support for all North American ministers, and is an excellent resource for UU information, readings, UU course curricula, books, their publication UU World, and internet chat groups on many UU topics.

Website [uua.org](http://uua.org)

### **General Assembly of Unitarian & Free Christian Churches (Britain)**

Website [unitarian.org.uk](http://unitarian.org.uk)

### **UU-UNO – Unitarian Universalist United Nations Office**

Our UU voice at the United Nations, working for human rights internationally.

Website [uu-uno.org](http://uu-uno.org)

### **IARF – International Association for Religious Freedom**

The CUC has an affiliation with this worldwide organization. Website [iarf.net](http://iarf.net)

## Other UU Churches in Alberta

(Note: meeting times & places might be subject to change)

- **Unitarian Church of Edmonton**  
10804 119 Street NW  
Edmonton, AB T5H 3P2  
Phone: (780) 454-8073  
E-mail: [chadmin@uce.ca](mailto:chadmin@uce.ca)  
Website: <http://www.uce.ca>  
Meets Sundays 10:30 AM.
- **Westwood Unitarian Congregation**  
11135 - 65th Avenue, Edmonton, AB T6H 1W3  
Phone: (780) 434-5819  
E-mail: [info@westwoodunitarian.ca](mailto:info@westwoodunitarian.ca)  
Website: <http://www.westwoodunitarian.ca>  
Meets Sundays 10:30 AM
- **Unitarian Universalist Fellowship of Lethbridge**  
Nord-Bridge Seniors Centre  
1904 13th Avenue North, Lethbridge  
(enter at the South Side by the wheelchair ramp)  
Phone: 403-328-7070  
E-mail: [gleclair@telusplanet.net](mailto:gleclair@telusplanet.net)  
Mailing Address:  
Box 285; Lethbridge, AB; T1J 3Y7  
Services on the 2nd and 4th Sunday of each month, 10:30 AM
- **Unitarian Fellowship of Red Deer**  
Box 245, Red Deer, AB T4N 5E8  
Phone: 403-346-5943 Sunday services 10:30 AM at  
The Cronquist House at Bower Ponds.

## Regional UU Camps and Retreat Centres

There are UU camps and retreat centres in BC, Ontario and the US. See [www.unicampofontario.ca](http://www.unicampofontario.ca) for the organized camp in Ontario, on the Bruce Trail north of Toronto.

The Unitarian Wilderness Camp in BC is located on Kootenay Lake and has a website at: <https://kootenaywildernesscamping.org>

For the many UU Camps and Retreat Centres in the US, check links from <http://www.uua.org>.

## Publication Resources

- Beacon Press is a Boston publisher of many UU books.
- CUC Publications Catalog also lists books published in Canada that are not otherwise available from UUA Bookstore or Beacon Press.
- The UUA Bookstore has a catalog of books. Go online at [www.uua.org](http://www.uua.org).
- The UU World, magazine of the Unitarian Universalist Association, published six times a year may be ordered as well. Subscription forms available online. The UUA website [www.uua.org](http://www.uua.org) has an electronic version of the World magazine (left side of page-what's new)