

**First Unitarian Church
Ways to Get Involved
June, 2015**

Committee / Opportunity	Description	Volunteer Skills Needed	Involvement without Joining the Committee
<p>Adult RE* Tim Kraus 513-519-9431 gishkraus@gmail.com</p> <p>Kim Kloke 513-439-3724 kimberly.kloke@gmail.com</p>	<p>Provides educational programs that stimulate religious questioning and facilitate development of a personal religious philosophy; may include seminars, book reviews, films, speakers, discussions, etc. Maintains church library of books and AV (in art wall area).</p>	<p>Awareness of and interest in current issues and topics (social, ethical, spiritual); program planning; event set up and clean up; technology skills (audio visual, website); graphic layout skills</p>	<p>Provide food for events; help with event setup and clean up; provide graphic layout for event PR and web page maintenance; solicit and edit book and film reviews for the newsletter; promote use of the Lending Library; maintain the Lending Library – including its database and usage statistics.</p>
<p>Building & Grounds / Facilities Use*</p> <p>Ed Rider 513-382-2854 erider7920@aol.com</p>	<p>Works with staff on matters pertaining to the repair, maintenance, custodial care, furnishing, decorating, renovation and landscaping of the Church building and grounds. Also helps formulate policies and procedures for use of building by members and outside groups, including providing trained hosts for rental occasions.</p>	<p>Interest in and some ability to address the maintenance and repair needs if the facility. Interest in garden maintenance.</p>	<p>Can be involved with the work of the committee by signing up for special projects which are announced in the Newsletter and the Order of Service.</p>
<p>Carter Memorial Fund*</p> <p>Ann Retford 513-793-1075 aret1@fuse.net.</p>	<p>The Rev. W.H.G. Carter memorial fund was established in 2001. Since that time it has provided more than \$52,000 for emergency housing assistance for families, supplies for educational programs that assist underprivileged individuals, emergency repairs to the sites of non-profit organizations, and funds needed by students to continue their education.</p>	<p>Ability to contribute financially at any level.</p>	<p>Provide a financial contribution.</p>

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Committee Support Team Linda Miltner 513-661-6993 lamiltner@gmail.com	Assists and supports committees with recruiting volunteers; creates and updates Committee Handbook and maintains database of member "Gifts and Interests."	Gathering information and proofreading Committee Handbook. Entering volunteer interests into church's database. Creating spreadsheets of query results. Advertising Gift and Interests survey.	Proofreading; working with committees to update the Handbook; contacting church members to update their "Gifts and Interests" by phone or email and input the information into the database.
Communications (including IT) Ray Sinclair 513-600-7519 lark4@earthlink.net	Assists committees and members with appropriate content, format and timing of internal and external communications that are consistent with the Church's principles, policies, goals and calendar. Manages Church website and listservs.	All web-related skills, copywriting, communications policy knowledge, graphic design, and marketing.	We need people who can apply any of the skills listed to specific projects at the church. E.g., the Finance Committee annually needs assistance with planning and executing the Pledge Campaign. In the past, that has required web and graphic design expertise. There is a lot to do, and there are lots of opportunities.
Community Builders* Bev Baker 513-478-9465 bev.baker@zoomtown.com	Plans church-wide social activities for members and their guests to strengthen the community and deepen relationships.	Take responsibility for helping plan events, help with different tasks such as publicity, delegation, etc.	Help with cooking, clean-up publicity, and sign-ups.
Endowment Board [separate 501 c (3)] Lee Koehler 513-984-5813 lkoehler48@yahoo.com	The Endowment Fund manages legacy gifts that have been made as special donations, typically through a will or trust.	Use planned giving to leave a legacy.	Contact an Endowment Fund Trustee to discuss making a Legacy Gift to the First Unitarian Church Endowment Fund in your estate plan or through making the First Unitarian Church Endowment Fund a beneficiary of an insurance policy or retirement account.

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Extended Ministry* Jane Kay 513-289-2655 janejinx1@aol.com	Assists Minister with pastoral care by keeping the congregation informed of member needs and organizing special aid as needed/requested.	Anyone young or old can help- no special skills other than dependability. There are helpful things to do that do not require great people skills, but other functions do require good listening skills, empathy, and commitment.	Many functions of Extended Ministry are carried out by non committee members such as cards for children's birthdays, cards for Joys and Concerns, food, transportation, visits, calls, assistance with Memorial Service functions, laundering tablecloths, etc. We need the church community to help members in need.
Finance Dennis Finney 513-871-0526 Frank-finney@cincic.com	Develops and maintains church budget; conducts annual pledge campaign; provides financial policy and procedures recommendations to the Board.	Having business skills is helpful but more important is common sense, an open mind, pragmatic thinking, ability to be discreet.	In March and April during the canvas (pledge drive) volunteers are needed to contact congregants to solicit and remind them to make their pledge.
Flowers for Sunday Services* Jean Phillips 513-979-4186 jphillips@fastmail.net	Provides flowers for Sunday Services in honor of a loved one or a special occasion. Flowers may then be taken home by the donor. The name of the donor and the occasion is printed in the Order of Service, or the donor may choose to be anonymous.	Any church member can sign up to provide flowers. Help with ordering flowers from florist and contacting donors is welcome.	Sign-up to provide flowers by contacting Jean or filling out the sign-up sheet in the church lobby.
Human Resources Amy Hunt 513-681-4432 amyhunata@aol.com	Writes, revises and enforces HR policies relating to paid staff in coordination with the Operations Manager.	It is helpful, but not necessary for committee members have HR or management experience.	NA
Ministerial Relations Niro Wijesooriya 513-241-4224 nirow1@yahoo.com	Serves as a support group for the Minister and as a communication channel between the congregation and Minister. Members chosen by minister.	NA	NA

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<p>Religious Education</p> <p>Patricia Rohrer 513-871-0586 patricia@therohrers.org</p>	<p>Works with the Director of Religious Education to guide the educational programming for children and youth.</p>	<p>Always looking for volunteers to help teach the classes or assist. No specific skills are needed, just willingness to work with children. A curriculum is provided to teachers and assistants are there to support the teachers. We also need volunteers to serve on our committee (requires attending monthly meetings and tasks such as recruiting volunteers and assisting with RE events.</p>	<p>We need many volunteers to help in our RE classes and infant/toddler room.</p>
<p>Right Relations</p> <p>Tim Black tim_black@ohsd.uscourts.gov</p>	<p>Promotes high standards of behavior and acceptance of divergent viewpoints among members; may be called on to help with the resolution of disputes among members.</p>	<p>The committee is developing a roster of members with credentials in conflict resolution who can serve as mediators to respond to disputes if necessary.</p>	<p>Members can be involved by supporting the mission of the Committee.</p>
<p>Small Group Ministry</p> <p>Jo Ellen 513-328-0866 joellen63@gmail.com</p> <p>Karen Rohrer 513-518-9213 tcrohrer@cinci.rr.com</p>	<p>Coordinates and supports the formation of small groups which provide a more intimate setting for members to discuss personal beliefs and form close relationships.</p>	<p>The members of the committee are the facilitators of the groups.</p>	<p>We encourage all new members to become members of a small group. It is one of the best ways to get to know fellow congregants and to have an opportunity to explore one's own beliefs. The groups meet at various times during the week, at the Church or in member's homes. Signups are in the Fall.</p>

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<p>Social Justice*</p> <p>Dan Schneider 513-561-0849 danschneider1227@yahoo.com</p>	<p>Addresses systemic causes and results of social injustice by involving members in worthwhile efforts that align with the Church principles and mission.</p>	<p>Commitment, compassion. tolerance, patience. ability to make small talk with strangers without prying, and ability to not obsess over details.</p>	<ol style="list-style-type: none"> 1. Interfaith Hospitality Network (IHN) volunteers: supper hosts, evening activity hosts, overnight hosts, morning person, setup, takedown, shopper, laundry volunteer, and week coordinator. 2. Kindergarten tutors at South Avondale School 3. Volunteer work at Shiloh Food Pantry or bring in canned goods on Sunday mornings. 4. Social justice advocacy, e.g., LGBTQI advocacy and immigration justice
<p>Sunday Morning Volunteer Program (MVP)*</p> <p>Linda Miltner lamiltner@gmail.com 513.-661-6993</p>	<p>Works in teams (first Sunday, second Sunday, etc.) as greeters, ushers, worship welcomers, and coffee setup and cleanup)</p>	<p>Eagerness to get to know other church members and serve once a month on a team or as occasional substitute.</p> <p>No special skills are needed, but training and written directions are provided for all positions.</p> <p>Worship Welcomers go through special training.</p>	<p>Teams do not meet, but communicate by email for upcoming Sunday duties. On the job training is provided. Families can volunteer together! Children make wonderful greeters, can be ushers and do everything but count the money, and help with coffee hour setup and cleanup.</p>
<p>Welcome/Membership</p> <p>Barb Rider (interim) barb1rider@aol.com 513-324-8862</p>	<p>Welcomes and integrates new members into the Church; assists with visitors and new member engagement; maintains visitor and new member database.</p>	<p>Willingness to get to know visitors and new members</p> <p>Interest in preparing food for various visitor/member activities (Meet the Minister, etc.)</p> <p>Interest in calling/emailing visitors and new members</p>	<p>Indirectly, through participation in the MVP program (see above).</p>

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<p>Worship/Music*</p> <p>Tim Kraus gishkraus@gmail.com 513-519-9431</p> <p>Glenetta Blair Krause 513-961-0803 mrs.krause314@gmail.com</p>	<p>Coordinates with Minister, Director of Music, and Religious Education Director to plan and evaluate Sunday services; has full responsibility for planning and conducting services when Minister is not in the pulpit.</p>	<p>Our committee wants people who are thoughtful about worship services and able to reflectively think about how we can improve the worship experience. We also want people who are interested in taking a more active role in planning and delivering worship services.</p>	<p>We always need people willing to serve as Worship Welcomers (training provided) perform special music, and even people willing to prepare their own sermon for the congregation.</p>
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