

Information on UUA Dues and on Staffing

This handout is to help you make informed decisions regarding the trade-offs WRT paying UUA dues and where UUFSD might be able to do well enough with volunteers for now vs. where we absolutely need to have paid professional staff.

UUA Dues

Many congregations go through hard times financially from time to time, and the UUA recognizes that part of the congregations' covenant with each other is to pay into the collective funds that support all of our congregations. A Gift of Record is required each fiscal year to maintain UUA member status, which is required for voting privileges at the General Assembly. If UUFSD were to make less than the requested contribution to the Annual Program Fund, UUFSD would not have Honor Congregation status, which would result in increased out-of-pocket costs for a number of UUA services.

Religious Education Coordinator

Responsible for recruiting and scheduling volunteers to teach classes and to assist with weekly childcare, managing all attendance records, and managing the UUFSD RE library of books used in RE curriculum. Manages and secures all RE supplies needed for class lessons and works closely with RE Committee Chairperson to assist in monthly meetings, provides monthly reports to the Board, works closely with the Worship Committee and Minister on Intergenerational Services.

Childcare Staff

Offering childcare means parents of young children can more easily attend services and congregational meetings at UUFSD and the children have opportunities to develop friendships here. Regulations require that every time we offer childcare, two adults must be present and both must have background checks. We also provide child care at the once a month new member orientation meetings. In the past we have had two paid child care providers. If we have one paid staff person and one volunteer, or even two volunteers each Sunday, we could reduce our costs. The volunteers will all have to get background checks which cost UUFSD about \$25 each, that UUFSD would pay for and keep on file.

AV Technician

In today's worship services, AV technology is a fundamental part of the experience. We rely on complicated sound systems to work when we need them, on computers and overhead displays when we are in Founders Hall, and now because of Covid, on computers and video cameras and streaming capabilities whenever needed or asked for.

Because of holding services in our amphitheater, unlike other churches, our AV equipment has to be set up and then struck and put away every Sunday. When it gets set up and works as planned, it's great, but AV equipment is complicated and can be finicky. Having an experienced professional who can fix a problem quickly means our services go without a hitch.

Because we now use YouTube, streaming a service is the same as recording it, recording it is the same as streaming it. This is much less time-intensive than what we used to do to just record sermons and post them on Vimeo.

Even though we now have in-person services, we routinely have 30% or more of attendees online.

These are typically members with mobility or health issues, but also include members who are simply not feeling well that day or out of town. We also have the occasional online visitor.

AV Technician's Responsibilities include:

- Coordinating with the minister, music director, and worship service leaders, ascertaining AV needs before the start of services.
- Set up includes setting up/connecting mics, keyboard, mixer, monitors, speakers, and amplifiers as needed. Setting up media playback and outdoor speaker receiver. Setting up/connect cameras, tripods, computers, and internet connections as needed.
- Strike and properly store all equipment after every service and event.
- In-person services: Setting up and operating audio and visual support for Sunday morning services and various events, including holidays and special events. Setting up and operating simultaneous live streaming of events.
- Online-only services: Coordinating and assembling all streaming media before the service and schedule rehearsal if needed. Operate as host during online Zoom services, displaying media and participants according to the Order of Service.
- Researching and making recommendations for new or replacement equipment.
- Attending staff meetings as needed.
- Supervising Secondary AV technicians and live streaming assistants.

Music Director

Music is a ministry. It is a shared activity, and how many people connect to faith/spirituality/community. It is cited regularly by every survey we've ever conducted as a key element of worship.

If we, as a congregation, want a choir, we need a professional to make it happen (masters level degree or higher). It is a staffing area which simply cannot be performed by volunteers because none of the current members have any choir leading experience, nor do any of us have the capacity to play instruments to lead music in services. **One possible option is to hire a Choir Director for now**, and have volunteers take on many of the other responsibilities.

Music Director Responsibilities include:

- Collaborating with the Minister and other worship service leaders in the creation of, and choosing the music for, worship services for each Sunday and for Christmas Eve.
- From September through June, managing choir logistics, conducting weekly choir rehearsals, and conducting choir performances on Sundays.
- For non-choir worship services, working with other musicians in the congregation to arrange for "special music" including soloists, ensembles, and leading of hymn singing.
- Programming, rehearsing, and leading music for two special Music Sundays each year.
- Developing the music program by encouraging singers and musicians to join the choir, and working with them to expand their repertoires and performing abilities.
- Supervising the accompanist on staff. Hiring a substitute pianist when the regular pianist is unavailable. Stepping in should no pianist be available on Sunday morning.
- Managing the UUFSD music library.
- Ensuring pianos, risers, piano lights, and music stands are maintained.
- Coordinating with the AV staff to ensure AV support matches music programming needs, and working with Dream Builders to ensure music program needs are incorporated into renovation designs.