

WELCOMING CONGREGATION

April 2006

Role: To work to create and maintain the qualities of a Welcoming Congregation at the Unitarian Universalist Fellowship of Manhattan.

Responsibilities:

Education

- Offer religious education that incorporates bisexual, gay, lesbian, and transgender life issues, including the workshop series from the Welcoming Congregation Program.
- Promote participation by the congregation's minister, religious education director, and chairperson in the Welcoming Congregation Program.
- Offer congregation-wide workshop program(s) with follow-up opportunities for study and reflection.
- Use the Unitarian Universalist sexuality education program *Our Whole Lives*.

Congregational Life

- Form a broad-based Welcoming Congregation Committee to offer programs and monitor progress.
- Adjust congregational bylaws and other relevant documents to include an affirmative nondiscrimination clause concerning membership, hiring practices, and the calling of religious professionals.
- Use inclusive language and content as a regular part of worship services, and provide worship coordinators and speakers with guidelines on inclusive language.
- Provide main worship space and ministerial services to bisexual, lesbian, gay, and transgender rites of passage, such as services of union and dedication of children.
- Welcome bisexual, gay, lesbian, and/or transgender persons in the congregation's brochure.
- Ensure that publications, public information, and programming reflect the requested status of any individual as s/he sees appropriate; recognize same-gender couples in directories and other publications as they desire.

Community Outreach

- Celebrate and affirm bisexual, gay, lesbian, and transgender issues and history during the church year (possibly include Gay Pride Week in June or National Coming Out Day in October).
- Participate in and/or support efforts to create justice, freedom, and equality for bisexual, gay, lesbian, and/or transgender people in the larger society.
- Establish and maintain contact with local bisexual, gay, lesbian, and/or transgender groups to offer support and promote dialogue and interaction.
- Advertise in the local press and/or media that reaches the bisexual, gay, lesbian, and transgender communities.
- Provide use of building space on an equivalent basis with other Unitarian Universalist organizations when requested by members for programs and meetings of an Interweave (Unitarian Universalists for Lesbian, Gay, Bisexual, and Transgender Concerns) chapter.
- Attend Executive Committee meetings as needed.
- Provide information about Welcoming Congregation activities for Executive Committee meetings.
- Review monthly Executive Committee meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.

- Keep committee expenses within budget.
- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Committee activities.
- Orient new Welcoming Congregation Chair as needed.
- Transfer materials to new Welcoming Congregation Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.