

Operations Policy

Sunday Meetings

The Senior Minister is responsible for ensuring that these policies are implemented, delegating responsibility to other staff members as appropriate.

Because Sunday services and the concurrent Spiritual Growth and Development classes are central to the life of the congregation, no other major events may be scheduled in conflict with them.¹ Service times during the program year are 9:30–10:45am and 11:30am–12:45pm. During the summer, one service takes place from 10:00–11:15am.

For some recognized congregational groups, however, Sunday is the one time during the week when everyone is able to meet. To accommodate this need, small group meetings may take place if all of the following are true:

- Meeting space is available. (Groups should fill out a room request via www.uuaa.org.)
- Fifteen or fewer attendees are expected.
- If the meeting is longer than the time between services, it must be scheduled to allow people the possibility of participating in at least one service. This means a meeting would need to start after 10:50am or end by 11:15am (which provides time for the group to clean/reset the room).

NOTE: These restrictions don't apply if the meeting begins at 1:00pm or later.

These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.

Revision History		
DATE	DESCRIPTION OF REVISION	REVISED BY
October 25, 2018	Created policy	Rev. L. Ulrich
November 29, 2018	Clarified policy for meetings after 1:00pm	Rev. L. Ulrich

¹ In July 2018, UUAA's Board of Trustees affirmed this policy.