

First Unitarian Universalist Church of San Antonio Calendar

January

- Board review of membership for Unitarian Universalist Association (UUA) count
- Church accountant sends out IRS statements to members
- List of office vacancies prepared
- Martin Luther King, Jr. Service and March
- Youth Religious Education (YRE) prepares for Mystery Pals
- Piano tuning

February

- Nominating Committee begins seeking nominees
- Mystery Pals
- CREF officers request nominations for community organizations to receive Flower Power Awards
- Southwest Unitarian Universalist Women's (SWUW) Conference

March

- International Women's Day March
- Applications for Flower Power grants sent to nominees
- Denominational Connections Committee presents Forum on UUA General Assembly resolutions
- Membership Committee organizes New UU Orientation
- Basura Bash/River Clean Up
- Cesar Chavez March

April

- Notice of meeting mailed 1 month before semi-annual Congregational Meeting
- CREF Flower Power Awards
- Worship Chair begins planning summer services
- Annual review of renters' contracts
- Southwestern UU Conference (SWUUC) District Spring Conference
- Annual reports due from Board, Council, standing committees, and staff members
- Quarterly pledge statements sent to members

May

- Congregational Meeting
- Service Auction
- Get new signature cards for bank account
- Delegates to UUA General Assembly approved
- Membership Committee organizes New Member Recognition

June

- 1st Sunday: Installation of Officers
- Summer Splash (first weekend)
- Leadership Bridging Retreat
- Finance Committee provides an overview of the budget process to Council and Board
- UUA and SWUUC dues payments completed
- Gay Pride Picnic & March
- Communications Committee Co-Chairs reviews/renews yellow pages ad
- UUA General Assembly held last weekend of June
- Summer lay-led services begin

July

- Vacant lots mowed
- Finance Committee meets with Stewardship Co-Chairs to discuss goals for Stewardship Drive
- Adult Education Committee prepares new activities brochure
- Social Activities Committee finds volunteer Circle Dinners coordinator
- Southwestern Unitarian Universalist Summer Institute (SWUUSI)
- Quarterly pledge statements sent to members

August

- Annual review of staff
- Committee on Ministry meets
- Annual review of Minister
- Personnel Committee meets to make staff and budget recommendations
- Personnel Committee and Committee on Ministry recommends salary increases and benefit changes to Finance Committee and Board
- Council Committee Chairs submit their Committee's budget requests and justifications to Finance Committee through the President-Elect during the August Council Meeting
- Minister returns to the pulpit
- Ingathering Service
- Membership Committee plans New UU Orientation

September

- Promote September Council meeting to larger congregation as a budget forum
- Finance Committee prepares a working draft of budget containing that portion of the budget that deals with salaries and benefits, routine contracts, insurance obligations and Council input. The working budget will estimate the total income.
- September Council Meeting: Finance Committee presents working draft of budget to Council for their review and input
- September Board Meeting: Finance Committee presents working draft of budget to Board for their review and input
- Sign up Sundays
- Canvassers recruited and trained
- Stewardship Drive/Canvass Committee Co-Chairs and Director of Finance plan Stewardship Drive

October

- Finance Committee prepares revised draft budget
- Finance Committee presents revised draft budget to Council for review and input
- Finance Committee presents revised draft budget to Board for review and input
- Fellowship Dinner
- Stewardship Drive/Pledge Sunday
- Sunday before October 11: National Coming Out/Solidarity Sunday
- Annual Pledge Drive (Canvass)
- Community Music Festival
- Sunday closest to October 24: United Nations Sunday
- Youth Religious Unitarian Universalist (YRUU) Rally
- Quarterly pledge statements sent to members

November

- Notice of meeting mailed 1 month before Congregational Meeting if there are by-law changes
- Finance Committee reviews budget using Council input and make any revisions they think are appropriate
- November Board Meeting: Finance Committee presents proposed budget to Board. Board reviews, discusses, and approves final budget. (If changes need to be made before final Board approval, the Finance Committee will make those needed changes and resubmit the final budget to the Board for review and approval no later than last Wednesday of November).
- After Board approves proposed budget, the Finance Committee annotates areas which were under funded.
- Southwestern UU Conference (SWUUC) District Fall Conference
- Unitarian Universalist Service Committee (UUSC) Guest at Your Table Sunday
- Thanksgiving Intergenerational Service
- Thanksgiving Day Potluck Feast
- Friday before 1st Sunday in December: Board President insures mail notification of congregational meeting to church members with one page Budget Overview
- Membership Committee organizes New Member Recognition
- Social Activities Committee plans Holiday Party

December

- Semi-Annual Congregational Meeting: congregation adopts budget
- Holiday Party
- Christmas Eve Service with reception sponsored by Board and Council