

# UUC – Timeline for church year

Revised JApril 2010

<i>Date</i>	<i>Event</i>
<b>July</b>	
July	Annual Poetry Slam Service
July 1	Fiscal year begins
July 4	Annual July 4 <sup>th</sup> picnic at Blacksburg Municipal Park
July 9	Board meeting
July 23	Newsletter deadline
July 18	Pre-SUUSI potluck
July 19-25	SUUSI, Radford Univ. campus
<b>August</b>	
August 1	Board retreat
August 13	Board meeting
August 27	Newsletter deadline
August	Administrator updates P&P manual and timeline
August – 4 <sup>th</sup> or 5 <sup>th</sup> Saturday (29 <sup>th</sup> )	RE teacher orientation training
August 16	RE registration begins
August 27	Newsletter Deadline
August – last Sunday (30 <sup>th</sup> )	Water Service
<b>September</b>	
September – Labor Day weekend	RenewUUal - AltaMons
September – 1 <sup>st</sup> Sunday after Labor Day (13 <sup>th</sup> )	Begin RE classes <b>1.3.1</b>
September 10	Board meeting
September	Web site update: Minister (sermons), DRE (RE pages), administrator (P&P, Time line) working with Webmaster
September 24	Newsletter deadline
September 27	Meeting with president, minister, committee chairs
September	Circle Suppers resume
<b>October</b>	
October – early in month	Treas. sends out quarterly pledge report
October 4	Teacher & youth advisor dedication
October 8 (2 <sup>nd</sup> Thur)	Board meeting
October 2-3 (canceled)	TJD fall leadership conference
October - Saturday of or before Halloween (31 <sup>st</sup> )	RE “It’s Scary to be Hungry” food collection
October 22	Newsletter deadline
Late October	Exploring Membership Session
October	Fall directory published and mailed
<b>November</b>	
Early November	New Member Sunday
November	Youth Service (YRUU)
November 7	UUC Auction
November 12	Board meeting
November	GAYT boxes passed out
November – Sunday before Thanksgiving (22 <sup>nd</sup> )	Intergenerational service
November – Thanksgiving (26 <sup>th</sup> )	Turkey dinner with our chosen family
November 25	Newsletter deadline (may be modified because of vacations schedules)

<p><b>December</b>  December 1<sup>st</sup> Saturday (5<sup>th</sup>)  December 10  December  December – 2<sup>nd</sup> Sunday (13<sup>th</sup>)  December 20  December 24  December 24    December – Sunday after Christmas (27<sup>th</sup>)</p>	<p>Advent Garden  December Board meeting  Set up Christmas tree  Mitten Tree service  Intergenerational Service  Christmas Eve Service  Newsletter deadline (may be modified because of vacations schedules)  One combined RE class</p>
<p><b>January</b>  Early January    January  January 14  January    Late January</p>	<p>Treas. (Administrator) sends out tax letters and quarterly reports  GAYT boxes collected, money sent to UUSC  Board meeting  President-elect convenes nominating committee (leadership development committee)  Exploring Membership Session</p>
<p>January 28</p>	<p>Newsletter deadline</p>
<p><b>February</b>  Early February  February – Saturday close to Valentine’s Day (13<sup>th</sup>)  February – Sunday after RE appreciation evening out (14<sup>th</sup>)  February 11  February  February  February    February 14  February 28    February 25</p>	<p>New Member Sunday  Teacher &amp; youth advisor appreciation evening out    Teacher &amp; youth advisor appreciation luncheon    Board meeting  TJD Anti-racism conference  Directory Update published  Staff evaluations for DRE, Administrator, membership coordinator, music director  Intergenerational Service  Latest possible date for slate of nominees to be published if earliest possible annual meeting date  <b>Article VI-B-2</b>  Newsletter deadline</p>
<p><b>March</b>  March 14    March 11  March  March 18    March 21    March 28  March 25</p>	<p>Latest possible date for notice of annual meeting if held on earliest possible meeting date <b>Article V-C-1</b>  Board meeting  Annual canvass  Latest possible date for nominations by petition to be published  <b>Article VI-B-3</b>  Earliest possible date for information meeting <b>Article V-C-2</b>  Earliest possible date for annual meeting <b>Article V-A</b>  Newsletter deadline</p>

<b>April</b> Early April Early April  April 4 April 8 April Late April April 22	Treas. sends out quarterly pledge report Board initiates procedure and fixes date for the annual volunteer awards Intergenerational Service Board meeting/GA delegates selected TJD Annual meeting Exploring Membership Session Newsletter deadline
<b>May</b>	
Early May	New Member Sunday
May 13	Board meeting
May 13  May 28 May 30	Latest possible day for slate of nominees to be published before latest possible annual meeting <b>Article VI-B-2</b> Newsletter deadline Last regular R.E. classes <b>1.3.1</b> Latest possible day for notice of annual meeting <b>Article V-C-1</b>
<b>June</b> June 3  June 6  June 10 June 13 (2 <sup>nd</sup> Sunday) June 13  June 24 June June June 13 – 2 <sup>nd</sup> Sunday June – last weekend Wed. - Sunday June 30 June 30 June 30	Latest possible day for nominations by petition published for latest possible annual Congregational meeting date <b>Article VI-B-3</b> Latest possible date for information meeting <b>Article V-C-2</b> Board meeting, approve Minister’s package Flower Communion - intergenerational Latest possible day for Annual Congregational Meeting <b>Article V-A</b> Newsletter deadline Committee end-of-year reports presented to congregation Treas. sends budget to bookkeeper Summer RE program begins General Assembly Treas. sends out quarterly pledge report End of fiscal year Trustees arrange for internal audit of books

Citations such as 1.3.1 refer to Policy Manual. Citations such as Article V-A refer to Bylaws. Both can be found on UUC Web site – <http://www.uucnrv.org/uuc-governance.html>

President, Minister, and Administrator should meet to determine the calendar, reserve dates, plug in floating dates for the current year.

Refer to cumulative calendar <http://www.uucnrv.org/calendar-cumulative.html> for historical view.

Dates for Congregational meetings and other events can be found on our Web calendar at <http://www.uucnrv.org/webcalendar.html> as they are set.

*Floating deadlines:*

**Board agenda**

Before the end of the first Sunday service on the Sunday immediately preceding the monthly Board meeting, the agenda shall be posted in the Congregation building at a place easily accessible to all members. **1.7 (a)**

**Board meeting** – 2<sup>nd</sup> Thursday of each month

**Newsletter deadline** is the Thursday before the last Sunday of the month unless adjusted as noted due to holiday, vacation schedule, etc.

**Membership classes** and book signing Sundays take place at least twice a year – fall and spring. Dates determined by minister and membership committee.

**Budget proposed** by Finance Committee must be approved by Board in accordance with annual meeting and informational meeting dates.

**Annual meeting** (Bylaws **Article V**)

An Annual Congregational Meeting shall be held each year between March 22 and June 15. The Congregation at this meeting shall elect new officers, adopt the Congregation budget, and conduct other such business as the Board may designate. The President shall serve as Presiding Officer.

The Board shall publicize the time, date, and purpose of any Congregational Meeting by mailing a notice at Congregation expense to all members at least two weeks in advance of the meeting date.

One week before a Congregational Meeting, except one called solely for the purpose of an election, the Board shall convene an informational meeting for the Congregation at which issue(s) on the agenda of the upcoming Meeting are presented for discussion. No votes or parliamentary motions shall be entertained at informational meetings.

Engaging **speakers who attend SUUSI** for the Sunday SUUSI begins and the Sunday after SUUSI ends