

AUUC Calendaring Policy and Procedure

Final (9/4/19)

POLICY: The calendar for the AUUC program year (September through August) will be “set” annually prior to May 1. At this time, all priority events (major spiritual, social, social justice, or financial activities) that affect a significant portion of the church should be scheduled. Smaller (e.g., committee-specific) or shorter-term events can be added throughout the same calendar year as needed. No events for a given church year will be scheduled prior to the annual calendar setting - that is, the calendar will be “locked” until consideration is given to all priority events, in order to avoid conflicts. The Executive Committee will be responsible for updating the procedures related to this policy.

PROCEDURE: During the year, each committee, group, or program should determine what major events they would like to hold the following year and the approximate desired date.

During February or March, the Program Council Chair will call for calendar scheduling information. That is, committees, groups, and programs must provide their list of major events and preferred dates. This will be due by April 1 each year.

In April, the Minister, in coordination with the Program Council Chair, BOD President, and staff will set the AUUC calendar for the following year, based on the list of annual events and requests from the Program Council. Priority for dates will be given to seasonally-associated events (e.g., holiday celebrations), essential fundraisers (e.g., annual auction), social justice activities, and essential administrative activities (e.g., annual meeting). Fundraising efforts should be separated so that no two fundraisers occur simultaneously.

Following the calendar setting, any proposals for additional events or new activities should be brought to the attention of the Program Council Chair and/or Minister. The Program Council Chair and/or Minister will work to resolve any scheduling conflicts and arrange for collaboration if there are similar proposals, before the event is submitted to the official AUUC calendar.

Approved by the BOD on: September 4, 2019