



# Sacred Service Guide

*Volunteers are the Heart of Unity*

April 2019



## **Welcome!**

This *Sacred Service* guide will help you connect into the Unity of Walnut Creek spiritual community in a way that is meaningful to you.

By connecting in, you will make friends for a lifetime, receive and give support, and find greater happiness, joy and prosperity.

Feel free to call or email the contacts in this guide, or you can fill out a Volunteer Interest Form (available in the Unity Bookstore and on [unityofwalnutcreek.org](http://unityofwalnutcreek.org)) to express your interest in serving in ways that suit your skills, time and desires.

More information can be found on our website at [unityofwalnutcreek.org](http://unityofwalnutcreek.org). You may also contact our Volunteer Coordinator Susan Angelos at [volunteercoordinator@unityofwalnutcreek.org](mailto:volunteercoordinator@unityofwalnutcreek.org)

Thank you for joining with us at Unity of Walnut Creek as we continue our spiritual journeys together, forming community and creating a more peaceful and loving world.



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### **Message from Rev. Kristin Powell**



Welcome to our guide to connecting at Unity of Walnut Creek! I am grateful that you are joining me to embrace and enhance our spiritual community where people can grow in their connection with God and humanity.

As a Unity of Walnut Creek volunteer, you are invited to use your unique spiritual gifts while helping others in their spiritual growth. Your love and care help create the

transforming consciousness that is so important in the work of our spiritual community and the larger Unity movement.

Each time someone feels your care, appreciation, understanding or joy, they are welcomed into Spirit's presence in a meaningful way. God touches people through your hands and nourishes understanding through your heart and supportive prayer.

As you go about your tasks as a volunteer, please stop at times to feel appreciation for your part in this Divine work. Look at those around you and feel deep appreciation. Recognize the beauty of each heart and you will find that your own heart is singing. Send your blessings and prayers to all who are learning and working alongside you to make our Unity community a shining beacon of light.

Thank you for your care, presence and service at Unity of Walnut Creek.

With gratitude,

Rev. Kristin Powell  
Lead Minister



## Children and Youth

### Lead Teachers and Assistants (all age levels)

Be a part of the children's development. Inspire them and let them inspire you!

- Lead teachers/facilitators work with the youth education director to plan and lead the Sunday programs - 6 lead teachers needed (two for each age level).
- Assistants are needed on Sundays for 9:30 and/or 11:30 services to support the lead teacher, usually 2 times per month (once a month is possible, too).
- In-room support. All ages, and particularly the PeaceMakers (middle school) need a second adult present in the room. The support person may be asked to support a lively child or retrieve a parent from the Sanctuary. Typically, only your presence is required.

Training is available.

**Age groups:** Joy Creators (under 6), Earth Lovers (6 – 9 years), PeaceMakers (10 – 13 years), Y.O.U. - Youth of Unity (14 – 18 years).



## Children and Youth

### **Integration Team Members**

This team creates and implements activities and strategies that inspire integration of children, teens and adults. Help create a more inclusive, appreciative community and find ways to include the children in more of the wonderful activities at Unity. Possible activities might be multi- generational camping, picnics, plays, concerts or family night of games at Unity.

Also advise and consult with the minister to increase the children’s connections during Sunday services in the Sanctuary (e.g. child greeters). Participation at regular meetings and some preparation at home required.

### **Children’s Curriculum Design Team**

This team coordinates with the lead minister and youth education director and makes recommendations to “crystallize” the Sunday children’s programs. The objective is to improve organization, structures and systems that support our heart-based, active-learning, cooperative program. Help recruit teachers/facilitators and assistants, refine the organization of the curriculum (i.e., the activities and lessons for the children) and set up schedules and systems that support the wonderful Sunday programs. Regular team meetings for at least a year’s commitment is requested.



## **Children and Youth**

### **Children and Youth**

#### **Child Care During Events**

Volunteers occasionally supervise or assist the supervisor when childcare is offered for an event (such as a party or celebration, general meeting or Unity classes). We will have paid child care attendants for some events, and having volunteers available helps reduce our costs. Those who are not experienced in supervising children would always be paired up with an experienced supervisor. Materials and games are available from the Children's Church supplies. Lead supervisors plan activities. Assistants can just come and support the lead supervisor.

#### **Mentors & Assistants for Children's Service Projects**

Mentor and guide older children and teens in choosing their own service projects, making preparations, raising funds and implementing their chosen projects. These projects stretch our children and help them find they can accomplish much more than they thought they could. They experience the joy of opening their hearts and expanding their minds to help those less fortunate. They also learn about leadership, cooperation, organizing, teamwork, finances and budget in a real-time, hands-on way.



## Children and Youth

### **Website & Online Publicity/Outreach Support (occasional)**

Help our youth get the word out on the internet and social media sites about our exciting programs, upcoming events and opportunities for service.

### **General Help**

Be available or on call for help that might be needed (you would be free to say yes or no to any request). Might include setting up or assisting with special events and fundraisers (such as the Circulation Day or Car Washes), purchasing supplies or materials needed (and be reimbursed), filling in for a teaching assistant on a Sunday, etc. This is a wonderful way to support the core children's leaders in their important work.

### **Snacks**

Purchase snacks for Sunday and other programs.

### **Create-Your-Own Volunteer Position**

Let us know how you would like to help!

### **Overall YFM Positions available:**

- Co-Leaders (2)
- Team Members
- Child Care Coordinator
- Events Liaison
- Survey Coordinator
- Information Table coordinator

*Contact for all Children and Youth positions:*

Michele Cicala – Michele@unityofwalnutcreek.org



## Communications

### Marketing Team

The Marketing Team educates the surrounding community about Unity, raising awareness and creating visibility of what we offer as a spiritual community.

Activities include:

- Define strategies and tactics to spread awareness of the Unity message.
- Assist other groups in publicizing Unity events.
- Inform the community that our facilities can be rented for weddings, receptions, memorials and other events.
- Develop and distribute brochures and flyers.
- Write news releases and distribute them with follow up.
- Post to social network sites and blogs.

Among the skills and talents needed are writing, designing graphics, making phone calls, developing relationships with local media, passing out fliers and having fun. Time commitment is flexible, according to task deadlines.

#### Contact:

Eileen Housfeld

[eileenhous@yahoo.com](mailto:eileenhous@yahoo.com)



## Communications

### Website and Online Communications

To remain relevant and informative, content must be constantly updated or added to:

- *Centerpoint* weekly e-newsletter. Note: Submissions of content for the emailed *Centerpoint* should be sent to: [charlene@unityofwalnutcreek.org](mailto:charlene@unityofwalnutcreek.org)
- Unity of Walnut Creek website and related sites.
- Social media and audio/video websites.
- Web-based publicity activities to enhance our website's general visibility and for search engine optimization.

#### Contact:

Lisa Nichols

[lisa@ljsummit.com](mailto:lisa@ljsummit.com)



## Community Life

### HeartMath® Ministry Team

Based on the research of the HeartMath Institute, this team plans and organizes HeartMath events and trainings.

Volunteers are needed to be on the HeartMath Ministry Support Team (a sub-team of the HeartMath Ministry Team):

- Promote events
- Provide logistical support for events such as set up/clean up, putting together group packets, registering participants and handling monies, assisting with snacks and more.
- Assist with managing contacts and getting individuals connected to groups and events.

Contact:

Pam Aasen - [praasen@aol.com](mailto:praasen@aol.com)

### Prayer Chaplain Ministry

Prayer Chaplains are an extension of our lead minister and play an important role in the lives of our congregants. Prayer Chaplains:

- Pray with those seeking prayer support after Sunday services.
- Make phone calls to pray with someone in need when requested.
- Visit the homebound and sick, including hospital visits.
- Share community prayer readings at Sunday services.
- Host the World Day of Prayer (September) and Prayer Vigils and assist with other special services such as Communion Service, Good Friday, Remembrance Service and Thanksgiving Gratitude Service.
- Other duties upon request.
- A three-day training is required.

Contact Co-Coordinator:

Ciel Gierke - [ciel.gierke@gmail.com](mailto:ciel.gierke@gmail.com)

Susan Munroe - [sue1ynn@sbcglobal.net](mailto:sue1ynn@sbcglobal.net)



## Community Life

### Special Events & FUNdraisers

The joy of dining, dancing and celebrating together is what Unity's Special Events are all about. Many also raise funds that help keep our spiritual community running.

Standing annual events include:

- Crab Feed (February or March)
- Tacos del Sol (May – sponsored by the Men's Group)
- Fall Fundraiser (October or November)

Other special events also may be planned; past events have included retreats, conferences and visits by monks. Staff approval is needed for events.

Volunteers are needed to:

- Lead or co-lead events
- Publicize events to Unity and the outside community when appropriate
- Head up various teams: food, decorating, set up, clean up, auction items and check-out when applicable, ticket sales, registration, etc.
- Assist team leaders in planning, communicating and gathering supplies
- Day of tasks such as set up, decorating, clean up, etc.

Contact:

Felicia McBarton

[Felicia@unityofwalnutcreek.org](mailto:Felicia@unityofwalnutcreek.org)

(925)231-1961



## Community Life

### **Spiritual Social Action: Community Service**

Unity is active in our larger community. Currently we support local seniors with meals at Monument Crisis Center and Pleasant Hill Senior Center and bring cheer with Christmas caroling at the Kensington. We serve children and families with annual teddy bear and Christmas gift and holiday meal drives, pancake breakfasts at Monument Crisis Center and back-to-school supply drives. We have collected warm clothing and food, made lunches for homeless people, written letters and donated books for literature programs for prisoners and cleaned up local rivers. There is something for everyone who enjoys serving our wider community and making a difference in our world.

Volunteers are needed to:

- Coordinate the promotion, collection and sorting of donations
- Distribute items at Christmas and other times of year when drives are conducted.
- Coordinate volunteer sign-up and transportation to service sites.
- Hands-on involvement in projects of your choice.

#### Contact Co-Coordinator:

Susan Angelos – [Susanccr@hotmail.com](mailto:Susanccr@hotmail.com)

(925) 890-7963

Carl Janson -- [carljanson46@gmail.com](mailto:carljanson46@gmail.com)

(925) 825-4704



## Community Life

### **Spiritual Social Action: Sustainability**

This team aspect of Social Action is just getting started, however we imagine it to be a team that keeps us “green” and in service to our sacred Earth.

Volunteers are needed to:

- Eliminate single-use plastics at Unity and off-site events by assisting with finding suitable alternatives, labeling and directing trash to appropriate bins.
- Helping with educational programming.
- Connecting with Interfaith and other local groups about programs for education, involvement and advancement of Earth care.
- Hands-on involvement in chosen projects.

*Contact:*

Susan Angelos

[Suancr@hotmail.com](mailto:Suancr@hotmail.com)

(925) 890-7963



## Community Life

### **Spiritual Social Action: Peace Education**

Unity promotes a culture of peace in the world through support of the Rasur Foundation, the HeartMath Institute and the Season of Nonviolence.

Volunteers are needed to:

- Market our peace programs to the greater community.
- Support Connection Practice workshops and trainings (e.g., publicity, set up, refreshments, clean up, etc.).
- Coordinate participation in Season of Nonviolence from Jan. 30 through April 4.
- Assist the Season of Nonviolence coordinator.

**Contact:**

Felicia McBarton

Felicia@unityofwalnutcreek.org

(925) 231-1961



## **Board of Trustees**

The members of the Board of Trustees uphold the vision and spiritual purpose of Unity of Walnut Creek. Consisting of the minister and nine members elected by the membership, the Board is responsible for the finances and policies of our spiritual community.

Board members are elected each year at the annual meeting. Full terms are 3-years. To be eligible to be elected to the Board, nominees must have been a member of Unity of Walnut Creek for at least one year. The Board meets monthly, usually on the fourth Wednesday of the month, and invites all who are interested to attend.

Up to three advisors to the Board may be appointed by the Board President at the beginning of each year for a one-year term.

### Contact:

Current Board President

Find out who at [www.unityofwalnutcreek.org/directory](http://www.unityofwalnutcreek.org/directory)



## Community Support

### Caring Hearts Team

This team makes meals and delivers them to those in our congregation who are recovering from surgery or otherwise in temporary need and have requested assistance. Once you are signed up for the team, you will be added to the Meal Train emails and can schedule yourself to prepare or purchase and deliver meals at your convenience. Rides to medical appointments and to Unity's Sunday service are also provided by this team.

Contact:

Annie Love-Villiers

[Annie@unityofwalnutcreek.org](mailto:Annie@unityofwalnutcreek.org)

### Curriculum Team

The Curriculum Team plans the classes held at Unity of Walnut Creek. The team reviews proposals, discusses processes, communicates with teachers, etc. The classes consist of multi-week, seasonal sessions, typically 6-weeks long. New members are needed intermittently.

Contact:

Jeanne Fuson

[Fewsons2@gmail.com](mailto:Fewsons2@gmail.com)



## Facilities

Volunteers work with the facilities coordinator to care for our grounds, creating safe, beautiful facilities for all to enjoy. Volunteers are needed (typically on Mondays, Wednesdays or Fridays) to:

- Maintenance/fix-it helper as needed.
- Clean, especially the kitchen and windows.
- Setup for group meetings.
- Sweep the sandbox and gather toys.

### Contact:

Charlene Balderston:

[Charlene@unityofwalnutcreek.org](mailto:Charlene@unityofwalnutcreek.org)

(925) 394-4205



## Community Support

### Office Angels

Volunteers are needed to support our ministry with multiple office tasks. Have fun while helping Unity complete important mailings, prepare new member packets, fold bulletins or newsletters, label brochures, make phone calls, enter data or prepare rooms for events and classes.

Contact:

Felicia McBaron

[Felicia@unityofwalnutcreek.org](mailto:Felicia@unityofwalnutcreek.org) (925)

231-1961



## Community Support

### Presenters Team

The Presenters Team researches possible speakers and works with the Lead Minister to schedule presentations and workshops at Unity.

Once a presenter is selected, a member of the team is assigned as the contact person who arranges date(s), times and logistics involved with the presentation and/or workshop. On the day of the workshop, the contact person and as many team members as needed set up the event and see to the needs of the presenter and attendees.

- New team members are needed intermittently.
- Three volunteers are needed for each event to help with registration.
- Volunteers are needed to set up and clean up.
- Help with bringing and setting up/cleaning up snacks is also needed at times.

#### Contact:

Garrett Riegg

[garrettriegg@att.net](mailto:garrettriegg@att.net)

(510) 703-1555



## Community Support

### Welcome Center and Book Store

The Welcome Center and Bookstore offers a wide selection of books and gift items for purchase as well as a comfortable and beautiful place to relax. Retail sales on Sunday are from 9 a.m. to 1:30 p.m. Sales Monday through Thursday are handled by the Welcome Center volunteers from 10am- 3pm. There is a morning shift (10am-1pm) or an afternoon shift (1-3pm).

Volunteers are needed for:

- Sunday Sales – Retail sales can get very busy. It's helpful to be computer savvy and a people person.
- Weekday Reception – It's helpful to have phone and computer skills and to be a people person.

#### Contact:

Felicia McBarton

[Felicia@unityofwalnutcreek.org](mailto:Felicia@unityofwalnutcreek.org)

(925) 231-1961



## Sunday Services

### Coffee and Refreshments

This team serves coffee and refreshments between services on a love offering basis. Training is provided. Volunteers are needed once a month or more often to:

- Coordinate Sunday morning refreshments.
- Set up table on the patio and keep it stocked from 9:00 to 11:15 a.m. and/or replenish the table and clean up from 11:00 a.m. to 2:00 p.m.

#### Contact:

Bookstore Managers - Ann Goode & Lisa Shumer

[Agoode26@yahoo.com](mailto:Agoode26@yahoo.com)

[Lisa@unityofwalnutcreek.org](mailto:Lisa@unityofwalnutcreek.org)



## **Community Connection Hosts**

Serving on one of our Host Teams is a way for congregants to get to know one another while also ensuring that those who join us on Sundays have a warm and welcoming experience. Hosts assist, give directions, answer questions, welcome those who are new to Unity and create a hospitable and loving environment. The goal is to help each person feel included and a part of this spiritual community.

**Connection/Welcome Table Team Members** welcome newcomers and help congregants connect with the many available classes, small and interest groups, volunteer opportunities and other offerings at Unity. Team members are available between Sunday services to introduce congregants to one another and show newcomers around the facilities.

### **Contact:**

Mike McGarvey

[mikemcgarvey@sbcglobal.net](mailto:mikemcgarvey@sbcglobal.net)

(925) 798-7141



## Sunday Services

### Music

At Unity of Walnut Creek, we love music of all kinds. It plays an integral part not only in our Sunday Services but in all our special services and activities throughout the year. Music uplifts the spirit and satisfies the soul, and that's what our Music Ministry Team is all about.

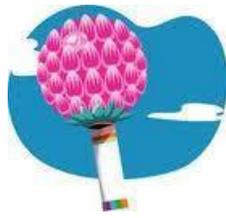
We also invite you to be:

- Song Leaders – Help engage the congregation with energy, enthusiasm and fun in the singing of choruses and chants. If you would love to sing with the congregation, this is a great way to lend your voice. How often you sing can be based on your schedule (for example, monthly or every other month).
- Help with coordinating artists, supporting guest musicians, distributing the music list, database entry, etc.
- Pianists and House Band Members

#### Contact:

Lisa and Tyler Snortum-Phelps

[musicdirector@unitycenter.net](mailto:musicdirector@unitycenter.net)



## Sunday Services

### Production Team

The Production Team supports the production aspects of Sunday services and special music events including technical design and planning of sound, lighting and staging. Volunteers may assist in decorating in advance of Sunday services as well as script preparation or photocopying, microphone, stool, music stand and lighting adjustments and communications between the AV team, musicians, facilitator and minister or guest speaker on the day of services.

Volunteers are needed to serve as:

- Intern Stage Managers

#### Contact:

Annie Love-Villiers

[Annie@unityofwalnutcreek.org](mailto:Annie@unityofwalnutcreek.org)



## Sunday Services

### **Ushers/Greeters**

Ushers and Greeters are usually the first face of welcome for those who are coming home to Unity for the first time or returning week after week. Friendly and prosperity-minded individuals are sought for this team in their dual role of usher/greeter. As greeters, our volunteers welcome everyone at the door, distribute newcomer packets during the service and thank people for coming at the close of service. As ushers, these volunteers hold a prayerful space of prosperity as they pass the baskets to receive financial gifts and bring them forward for a blessing.

### **Contact:**

Rae Joyce Marsyla for 9:30am service - [rjmarsyla@live.com](mailto:rjmarsyla@live.com)

Paul Kersis for 11:30am service - [kersisreappraisal@gmail.com](mailto:kersisreappraisal@gmail.com)



## **Sunday Services**



## **Audio/Video**

The high quality of our audio/video and broadcast technologies brings a rich and powerful experience to people attending Sunday services and events in person and online.

Volunteers are needed to serve as:

- Sound Engineers
- Videographers
- Video and Slide Switchers
- Internet Broadcasters
- Chat Moderators
- Slide Creators

### **Contact:**

Sound engineer: Larry Curtin at [larry@unitycenter.net](mailto:larry@unitycenter.net)

Videographer: Peter Weiler at [apweiler@yahoo.com](mailto:apweiler@yahoo.com)



## Technology

### Office Technology

The Technology Team is responsible for all back-office systems, including servers, data storage, phones and systems administration.

Unity of Walnut Creek uses state-of-the-art solutions, including Windows Desktops and Servers, Google Apps for Business, and Voice Over IP.

We are seeking volunteers with some experience in any of the following:

- Desktop Support (Windows and OSX)
- Phone Support (VOIP, iPhone)
- System Administration (Windows Server)
- Network Administration
- Google Apps administration

Some level of computer knowledge is required. We can educate and train.

Contact:

John Nichols

[john.nichols@unityofwalnutcreek.org](mailto:john.nichols@unityofwalnutcreek.org)

or

Dave Paulson [davidpaulson@gmail.com](mailto:davidpaulson@gmail.com)



## Technology

### Online Technology

We have an extensive suite of online technologies, such as Google Apps, Drupal, Wordpress, Square and others.

Volunteers with technology skills are welcome to join us in keeping the critical infrastructure working efficiently and current:

- Hosting Management (WordPress, Drupal)
- E-Commerce Solutions (Paypal, Quickbooks, Gyve, Square)

Contact:

John Nichols [john.nichols@unityofwalnutcreek.org](mailto:john.nichols@unityofwalnutcreek.org)

