



# Connecting at Unity

• Grow • Play • Serve

Connecting at Unity  
Version 6  
Updated through May 2016



## **Welcome!**

This *Connecting at Unity* 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 Welcome Center and on [unityofwalnutcreek.com](http://unityofwalnutcreek.com)) to express your interest in serving in ways that suit your skills, time and desires.

More information can be found on our website, [unityofwalnutcreek.com](http://unityofwalnutcreek.com).

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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*You must become the change  
you want to see in the world.*

*Mahatma Gandhi*



## Message from Rev. David



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 God's 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 this Unity a spiritual beacon.

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

With gratitude,

Rev. David McArthur, Senior 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. **Urgent. Light duty.** The PeaceMakers (middle school) need an adult present in the meeting room for insurance and legal purposes, as well as to support the children and instructor. Duties are light; upon instructor's request, 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 or concerts.

Also advise and consult with the minister and board to increase the children's connections during Sunday services in the sanctuary (e.g., child greeters, kids' Daily Word). Participation at regular meetings and some preparation at home required.

We request a commitment of one year, with the option to continue or move on at the end of a year.

#### Positions available:

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



## **Children and Youth**

### **Children's Curriculum Design Team**

This team coordinates with the senior 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.

### **Child Care During Events**

Volunteers occasionally supervise or assist the supervisor when child care 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.



## **Children and Youth**

### **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.

### **Mentor for Youth Rites of Passage**

This program is in development; check with Youth Education Director Lani Lee.

### **Guest Speaker/Teacher**

Share your talent! Share your expertise! We invite you to share or teach the children or teens about your passion or area of expertise that is relevant to the children's spiritual and personal growth (one-time or occasional). A few examples: HeartMath<sup>®</sup>, yoga, meditation, drama activities and art therapy.



## 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 rummage sale), 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 programs.

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

Let us know how you would like to help!

Contact for all Children and Youth positions:

Lani Lee

[lanil333@gmail.com](mailto:lanil333@gmail.com)

(925) 937-2191



## Communications

### ***Centerpoint* Newsletter**

Volunteers are needed to label the monthly *Centerpoint* newsletter for mailing and occasional collating and “stuffing” types of tasks for large projects.

*Contact:*

Charlene Balderston

[charlene@unityofwalnutcreek.com](mailto:charlene@unityofwalnutcreek.com)

(925) 394-4205

### **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.



## Communications

### Marketing Team (continued)

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

Contact:

Eileen Housfeld

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

### 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.com](mailto:charlene@unityofwalnutcreek.com)
- 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® Study Groups

Based on the research of the HeartMath Institute, these study groups meet weekly to learn about the heart's intelligence and to practice living in their hearts. New study groups are constantly forming; contact Ciel to be included in a group.

Volunteers are needed to:

- Co-facilitate groups (7 - 8 month commitment per group).
- Put together group packets (a clerical support task).

Training is available.

Contact:

Ciel Gierke

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

### Heart Ministry

Heart Ministers are an extension of our senior minister and play an important role in the lives of our congregants. Heart Ministers:

- Pray with those seeking prayer support after Sunday services.
- Make phone calls to pray with someone in need.
- Visit the homebound and sick, including hospital visits.
- Present prayers at Sunday services.



## Community Life

### Heart Ministry (continued)

- Host the World Day of Prayer (September) and a Prayer Vigil in November.
- Other duties upon request.

A three-day training is required.

#### Contact:

Rev. Sheila Gautreaux

[sheila.gautreaux@unityofwalnutcreek.com](mailto:sheila.gautreaux@unityofwalnutcreek.com)

### Special Events

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)
- 4th of July
- Fall Fundraiser (October or November)
- Thanksgiving Potluck
- Christmas or New Year's Eve Party

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





## Community Life

### Special Events (continued)

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:

Patricia DeMichelle

[Patricia@unityofwalnutcreek.com](mailto:Patricia@unityofwalnutcreek.com)

(925) 231-1961

### Spiritual Social Action: Lunches for the Homeless

Each second Saturday at 9:30 a.m. in the CommUnity Room, volunteers prepare hearty lunches for the homeless. The lunches are delivered to the Martinez homeless shelter on Sundays at noon as part of Friends Feeding Friends. We need helping hands to prepare sandwiches, pack the bags and deliver them. If you'd like to drop in one day or join regularly, you are welcome and appreciated.



## Community Life

### **Spiritual Social Action: Lunches for the Homeless (continued)**

It takes approximately two hours to set up, make the lunches and clean up, depending on the number of volunteers participating (typically 4 to 6). Team members self-select to handle specific tasks (e.g., making sandwiches, packing meals, clean up, etc.).

Many team members purchase and contribute food items as coordinated by the team leader. However, a financial contribution is not required to participate, and upon request Unity will reimburse a volunteer for the cost of the food. Typically the team leader delivers the meals to the shelter.

Each December, a hot holiday meal is prepared and served at the shelter.

Contact:

James Choate

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

(925) 735-1421



## Community Life

### **Spiritual Social Action: Warm Clothing Drive**

Donated hats, gloves, socks, coats and McDonald's gift cards are collected to distribute to the homeless at Christmas time.

Volunteers are needed to:

- Coordinate the promotion, collection and sorting of donations from October through December
- Distribute items on or around Christmas to homeless neighbors at shelters, under local bridges, in local homeless "tent cities," etc.

Contact:

James Choate

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

(925) 735-1421

Lani Lee

[lani333@gmail.com](mailto:lani333@gmail.com)

(925) 937-2191

### **Spiritual Social Action: Monument Crisis Center**

Unity supports the Monument Crisis Center, which supports families and individuals in crisis, and promotes awareness of needs and resources for at-risk and low-income people in Contra Costa County. A food barrel is located outside the Book Center; volunteers are needed to transport food to the Center every one to two weeks.

Contact:

Joanne Cosgrove

[wlbeing@aol.com](mailto:wlbeing@aol.com)

(925) 788-9790



## 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 BePeace 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:

Patricia DeMichelle

[Patricia@unityofwalnutcreek.com](mailto:Patricia@unityofwalnutcreek.com)

(925) 231-1961



## Community Support

### 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.

Three Board members are elected each year at the annual meeting for a 3-year term. 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.

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.com/directory](http://www.unityofwalnutcreek.com/directory)



## Community Support

### Curriculum Team

The Curriculum Team plans the classes held at Unity of Walnut Creek. The classes consist of 8-week sessions in the fall, winter and spring, and two 4-week sessions in the summer. 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 for:

- Maintenance/fix-it helper as needed.
- Monday or Wednesday cleaning, especially the kitchen and windows.
- Monday or Wednesday setup for group meetings.
- Monday or Wednesday sweeping of sandbox and gathering toys.

Contact:

Charlene Balderston

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

(925) 394-4205



## Community Support

### Investment Advisory Team

This team consists of the board treasurer and up to three members from the congregation who have experience and an interest in investments and finance. The team makes recommendations to the Board of Trustees on Unity's investments and saving accounts, endowment and legacy giving programs and other matters related to financial strategy, such as choosing a financial advisor or an auditor. The primary task of the team is to create prosperity and future security for our community.

Contact:

The office for the current Board Treasurer

(925) 937-2191

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

### Office Support

Volunteers are sometimes needed to support the ministerial assistant with office tasks such as typing, filing, collating, folding, labeling, etc.

Contact:

Patricia DeMichele

[Patricia@unityofwalnutcreek.com](mailto:Patricia@unityofwalnutcreek.com)

(925) 231-1961



## Community Support

### Presenters Team

The Presenters Team researches possible speakers and works with the senior 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.
- Volunteers are needed to help with registration when tickets are required for attendance, or when materials need to be handed out.
- Volunteers are needed to set up and take down snacks for any day-long workshops.

#### Contact:

Eileen Weiler

(925) 693-0260





## Community Support

### Welcome Center and Book Store

The Welcome Center offers a comfortable reading room with chairs, tables and a deck; a book and video lending library (2 weeks checkout); and welcoming volunteers.

The book store offers a wide selection of books and gift items for purchase; 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 10 a.m. to 5 p.m.

Volunteers are needed for:

- Sunday Sales – Retail sales can be intense. 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:

Patricia DeMichelle

[patricia@unityofwalnutcreek.com](mailto:patricia@unityofwalnutcreek.com)

(925) 231-1961



## Sunday Services

### Choir

The Joyful Heart Singers is an active, fun, dedicated group of people who love music. The choir performs one Sunday a month at the 9:30 a.m. and 11:30 a.m. services (with a recess in July and August). Practice is weekly on Thursday nights. Open to all who love to connect with fellow music lovers and have fun.

Contact:

Pam Whitman

[p.whitman@comcast.net](mailto:p.whitman@comcast.net)

### 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 7:15 to 11:15 a.m. and/or replenish the table and clean up from 11:00 a.m. to 2:00 p.m.

Contact:

Barbara Cain

[Barbara.l.cain@hotmail.com](mailto:Barbara.l.cain@hotmail.com)



## Sunday Services

### **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.

**Greeters** welcome congregants as they arrive, hand out Sunday bulletins, and pass the offering baskets during the service. At the end of the service, they invite congregants to mingle on the patio or in the CommUnity Room.

**Welcome Table Team Members** help new congregants connect into 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.



## Sunday Services

### Community Connection Hosts (continued)

Contact:

Susan Angelos

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

(925) 890-7963

or

Mike McGarvey

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

(925) 798-7141

### 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.

The Joyful Heart Singers choir (see the Choir section above) is a wonderful way to be involved and meet like-minded people who also love to sing. They practice on Thursday nights and perform at the 9:30 and 11:30 am services on the third Sundays (except in July and August).



## Sunday Services

### Music (continued)

We also invite you to be:

- Song Leaders – Help engage the congregation with energy, enthusiasm and fun in the singing of hymns and chants. If you would love to sing with the congregation but don't have time for choir, 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).
- Music Department Coordinator or Assistant Music Director – Help with coordinating artists, supporting guest musicians, distributing the music list, etc.
- Pianists and House Band Members

Contact:

Rev. Sheila Gautreaux

[sheila.gautreaux@unityofwalnutcreek.com](mailto:sheila.gautreaux@unityofwalnutcreek.com)

### 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.



## Sunday Services

### Production Team (continued)

Volunteers are needed to serve as:

- Intern Stage Managers
- Sound Technicians
- Videographers
- Switchers

Contact:

Annie Love-Villiers and Alan Villiers

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



## Technology

### 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 Switchers
- Internet Broadcasters
- Chat Moderators

#### Contact:

- Sound engineer: Jack Nichols at [jack.nichols@unityofwalnutcreek.com](mailto:jack.nichols@unityofwalnutcreek.com)
- Videographer: Peter Weiler at [apweiler@yahoo.com](mailto:apweiler@yahoo.com)
- All others: John Nichols at [john.nichols@unityofwalnutcreek.com](mailto:john.nichols@unityofwalnutcreek.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.com](mailto:john.nichols@unityofwalnutcreek.com)

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)

Contact:

John Nichols

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





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