Adult Ministries Class Proposal Application

Thank you for your interest in leading an Adult Ministries class. Please complete this form and return to Lillian Drab-Braddick, Director of Adult Ministries using the contact information provided at the end of the application.

The purpose of this application is to:
- Ascertain whether a proposed class is a candidate for Adult Ministries or is more suited as a Club or Group offering
- Collect pertinent information on proposed classes for promotion
- Provide potential facilitators with basic information about leading classes at First Church

Part 1: Basic Information

Title of Class: ____________________________________________________________

Course Description: In 150 words or less please explain the goals and objectives of your proposed course.
Who is this class for? Circle one.

- Young Adults
- Parents
- Women
- Over 50
- Other: _____________________________________________________________

Class Facilitators:

Name __________________________ Email __________________________ Church key holder? __________________________

Y N

Short Biography of each teacher for promotional materials. Ex: How long have you been a member of FUCD? Please include your background and experience that qualifies you to facilitate this course.

Proposed Class Dates: (Ex: Fall 2015; or exact dates also welcome)

____________________________________________________________________________________

If you chose a seasonal date range, i.e. Fall 2018, please include any conflicts you have within that time frame as well as solutions and/or possible co-facilitators that will act as a qualified substitute.

____________________________________________________________________________________

What time do you plan to hold your class? 9:00am, 10:00am or 11:30am?

____________________________________________________________________________________
Start and End Times:
Begins: ___________ Ends: ________________

Requested Room Set Up
to allow us to choose an appropriate room, please select an option below.

Adult Ministries offerings are held on the 3rd floor of the Hallman building. If you require Channing Hall, and/or the kitchen, please indicate here, and see following page:

- □  Horseshoe
  Good for discussions, class visibility and interaction; holds up to 18 comfortably with the option of additional chairs lining the inside or the circumference of the room

- □  Circle of tables
  Good for discussions, class visibility and interaction; holds up to 24 comfortably with the option of additional chairs lining the inside or the circumference of the room

- □  Circle of Chairs
  Ideal for intimate discussions, class visibility and interaction; specifically for classes with little to no handouts, curriculum, etc. Holds anywhere from 8 to 30; the most versatile and easily modified for weekly class attendance variations.

- □  Lecture style
  Ideal for lectures and large groups. Suitable for viewing of video and/or presentations. Typically seats 24 to 50; including a center aisle. Also easily modified for weekly class attendance variations.

Maximum Class Size: please give us an estimate
If you indicated a need for Channing Hall and/or the kitchen, please complete the set up below by drawing the appropriate number and arrangement of tables. Rectangle and Round tables are available. You are not required to illustrate the chairs needed, but please list the number expected in an obvious place.

If your event includes food and use of the kitchen, please be aware that First Church will not provide set up and clean up staff for facilitators. We recommend volunteers within your class prepare to clean prior to the event, leaving the kitchen as it was found.
A/V NEEDS:

Do you intend of showing a video during this course? 

If yes, will you be showing a DVD or using a laptop?

Will you be showing a power point presentation?

If you answered yes to either of the above questions please indicate whether you own a PC laptop or a MAC, as our system requirements vary.

Will you be able to stop by the church during business hours to receive a brief tutorial and test run the A/V for your course? If not, please let us know if you will require a volunteer for help with this.

OTHER SUPPLIES:

Does your class require any additional supplies that you will not be providing?

Is there a curriculum for your course? Please list and include whether this is available for purchase, or if you require First Church to print the curriculum.

If yes, are students required to have read any or all of the book associated with your course prior to the first meeting? Explain.

Do you foresee any other costs associated with your program offering related to supplies?
Part 2: Promotion

Below is the publicity timeline for programs offered by Adult Ministries at FUCD. Occasionally, the Adult Ministries department may shift this slightly according to calendar for current offerings and additional new courses. The Adult Ministries department has developed this timeline for publicity over many years based on its ability to provide publicity in a timely manner, and what has historically received the best results. Should we choose to alter the timeline for your course, it will be in the best interest of your class. We want to ensure solid attendance for all of our offerings, and should many new courses begin within a short time period, Adult Ministries will alter the above timeline at their discretion to provide the maximum visibility for your course. Publicity during holiday seasons, is also at the discretion of the department.

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Publicity Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks prior to class</td>
<td>Class is listed on First Church Calendar</td>
</tr>
<tr>
<td>4 weeks prior to class</td>
<td>Class is mentioned in the Dallas Unitarian DU Digest</td>
</tr>
<tr>
<td>4 weeks prior to class</td>
<td>Class flyers in the Welcome Center</td>
</tr>
<tr>
<td>2-4 weeks prior to class</td>
<td>Graphic link displayed on programs page of dallasuu.org</td>
</tr>
<tr>
<td>Up to 4 weeks out</td>
<td>Addition in Adult Ministries monthly newsletter w/ link to the webpage</td>
</tr>
<tr>
<td>2-4 weeks prior to class</td>
<td>Screen ad in Channing Hall</td>
</tr>
<tr>
<td>1 week prior to class</td>
<td>Announcement from the pulpit at Ministers discretion</td>
</tr>
</tbody>
</table>

Please include an graphics, pictures or otherwise related to your course. If you do not have any, design for your proposed class is at the discretion of the department.
Part 3: Guidelines and Policies

Eligibility:

In order to be eligible to facilitate an Adult Ministries course, facilitators must have completed at least one year of membership at First Church.

Facilitators must demonstrate an understanding of UU principles and a commitment to covenantal community. Teaching is Holy Work and we hope that members of First Church will share their gifts with the congregation. Classes are taught by dedicated volunteers; stipends are not available.

Part 4: Staff and Volunteer support

Adult Ministries Staff

Beth Dana, Minister of Congregational Life

Lillian Drab-Braddick, Director of Adult Ministries

As a prospective Facilitator, please contact Lillian directly:
Sunday-Thursday: 214) 884-1222
ldrab@dallasuu.org

Natalie Earl, Manager of Adult Ministries

Natalie is responsible for the implementation of courses once they are accepted, including publicity, graphic design, and tracking registration.

Sunday-Thursday on a part time basis 214) 884-1221
nearl@dallasuu.org

First Church staff is not always available to you for needs during or before class sessions. It is suggested that each facilitator recruit volunteers to assist with the execution of their class. For example, should you wish to enjoy coffee, you might want to recruit a participant to be responsible for making coffee for each class. The same goes for snacks, clean up, room configuration (if needed) etc.
Part 5: Classroom

Each classroom contains its own Classroom Kit:

1. Dry Erase Markers for the white boards
2. Eraser/spray bottle and paper towels
3. Regular Markers & Pens
4. Sticky nametags
5. Plain copy paper
6. Large Post-It notepad

Set-up expectations: Clearly state what we can offer and what supplies and services we are no longer offering: *printed nametags, coffee service, all supplies at the ready*

Please sign and date below confirming that you have read and agree to all program requirements at First Unitarian Church of Dallas. Submit your completed Application to Lillian Drab-Braddick at least 12 weeks prior to your proposed class date. We will review and offer feedback as soon as possible. Thank you for your interest in our ministry.

________________________________________________________
____________________
Name                      Date