

ADULT EDUCATION PROGRAM LEADER and COMMITTEE HANDBOOK

We appreciate your volunteering to enrich the lives of our members and the larger community. We recognize that it takes much time, thought and energy for you to contribute your talents and heart this way.

This Handbook was composed to make your role easier by providing you with information and guidance. Please let us know how we can be more supportive of your role.

Thanks for all that you do for the community.

PURPOSE, PERSPECTIVE AND PRIORITIES

The first sentence of our congregation's Mission Statement is "Mt. Diablo Unitarian Universalist is a *welcoming* religious community" Our adult programs are one set of opportunities to "bring life to our Unitarian Universalist values as we... reach out to each other and our larger community, nurture compassion and courage, bridge the divisions that wound the human family, (and) transform ourselves and our world." You are encouraged to appreciate that as a class leader and committee member, you are ministering to others with the fundamental aim of affirming the dignity and worth of everyone.

There is no exact formula, of course, for fostering a welcoming and supportive experience for those attending our programs. Generally, people will likely feel acceptance, support and emotional safety, when we convey, through our words and behavior, warmth, friendliness and interest in others. It helps when we listen without interrupting and communicating that we value what the person is saying, experiencing and intending.

For some additional guidance, let's consult the MDUUC Covenant of Right Relations, adopted by the Congregation on June 1, 2014. Relevant excerpts include: "act, write, and speak with tact, clarity and compassion", encourage "participation by all", "speak and write directly, openly, and respectfully with each other", "support and encourage diversity", "listen appreciatively and with an open mind to those whose opinions or whose life experiences or cultures" that may be unfamiliar or different, "trust each other's best intentions", "accept that we are all human and are called upon to forgive each other's shortcomings and mistakes", and "keep MDUUC a safe place for healthy disagreement".

Culture of a Caring Community

A major strength, function and striving of MDUUC is being a **caring community**. In addition to be an actively and warm welcoming congregation, we want to foster connections and be sensitive in unobtrusive ways to the need for support or other resources for each other. For many people we are an important supplement to their family; and for some people, we are their virtual family.

Should in the course of conducting or attending a MDUUC program, you become aware of someone's difficult life situation or as likely benefiting from additional support, please ask if you can mentioned it to the Minister or someone in MDUUC Pastoral Caring Committee. It is important that we be sensitive to make the offer but not to pressure the person. If the person accepts the offer, obtain the person's contact information and pass it on to the Church office. A Caring Committee member, who resides in the neighborhood, will be contacted and will reach out to the person you referred. You can add that we certainly would want to be helpful, if we can. If the person is reluctant to accept the offer, you can ask if you can check later about it. If you continue to sense reluctance, take an open but respectful stance and say something like,

“That’s fine. Our support is available if and when you decide it could be helpful. Please feel free to let me know.” You can assess if the person wants to take a break from the conversation or wants to engage. If the latter, consider changing the topic to make the person feel more comfortable.

Contents

Address of and Directions to MDUUC	2
Campus Map and Room Locator	2
MDUUC Public and Member Website.....	3
Contacts for Assistance.....	3
Adult Education Program Proposal Form and Procedures.....	3
Fee Policy and Payment Procedures.....	4
Staffing the Adult Ed Program Information and Sign-up Table.....	4
Promoting Your Program and the Experience of Community	4
Class Registration: Options.....	6
How many are signed up for my class?.....	7
Class Reminder	7
Childcare.....	7
Room Reservations.....	7
Making or Getting Copies of Materials and Forms.....	7
Opening Up, Setting Up, Cleaning up, Closing Up and Locking Up.....	8
Audio-visual Equipment and Support.....	9
Help for Maintenance Problem.....	10
Follow-up after Attendee No Shows.....	10
Adult Education Committee Support.....	10
Evaluation Form and Procedure.....	10

ADDRESS OF AND DIRECTIONS TO MDUUC

55 Eckley Lane, Walnut Creek, CA 94596

Aside from the usual GPS and online mapping and directions options, the middle of the right side of the MDUUC.org home page has a clickable googlemaps link labeled "Location Map."

CAMPUS (Site") MAP AND ROOM LOCATOR

In addition to the Campus Map on MDUUC.org, there are two site maps near the parking lot. The latter may not be as completely current as the online version. The differences are relatively minor and are in the Gilmartin Building. A church office has been relocated where the Peace Center was and the Children’s Chapel and kitchen area has been reconfigured to accommodate the construction of a narrow hallway to the restrooms. Please note that the name of the room in the left side of the back of Bortin Hall has been variously dubbed “Bride’s Room”, “Dressing Room” and the “Redwood Room” on Campus Maps and in MDUUC’s oral tradition. (In appropriate consideration of inclusivity, we are encouraged to discontinue the generic reference to its being a designated a *bride’s* room.).

MDUUC PUBLIC AND MEMBER WEBSITE

WWW.MDUUC.ORG is our public website with a set of **Quick Links** near the top right of the home page. When you click on **Quick Links**, the next screen an overview list of one-click links organized in categories. The box below this Handbook paragraph shows these handy quick link options. Additional routes to the information or function you see are the home page's **Member's Site** and **Search**.

MDUUC Quick Links Screen

<u>Organization</u>	<u>Guides</u>	<u>Forms</u>	<u>Religious Education</u>
Ministers and Staff	Communications	Publicity	Adult Class Registration
Board	Facilities	Room Reservation	Child Class Registration
Councils	Web Pages	Maintenance	
Committees	Forward Email	Announcement Email List	<u>Calendar</u>
Board Policies		Donate	MDUUC Calendar
			Events
			Wednesday Dinner

CONTACTS FOR ASSISTANCE

(There is also list of contacts for assistance posted near the entrance of the kitchen in the Gilmartin building.)

Church office phone: **(925) 934-3135**. Office fax: (925) 934-3136.

Church office hours: Tuesdays – Friday 9:00 am – 3:00 pm. Closed Mondays.

Mr. Barb Greve, Director of Lifespan Religious Education: phone extension **154**, bgreve@mduuc.org.

Congregational Administrator: Marie Arce, mariearce@mduuc.org.

Facilities Coordinator: Tristan Thielman, phone extension **118**, personal cell phone **925-497-1950**, facilitiesmgr@mduuc.org,

Rev. Leslie Takahasi, Co-minister: phone extension **113**, leslie@mduuc.org.

Members of MDUUC Adult Education Programs:

Jim Hughell, convener, jhughell@hotmail.com

Arliss Ungar, alungar@comcast.net

Dee Simmons, deesimmons@sbcglobal.net

Mary Ann Cardy, macardy10@yahoo.com

Elise Dirlam Ching, elise@kaleoching.com

Kaleo Ching, kaleoching@comcast.net

Joan Redding, joanhredding@aol.com

Paul Damrow, padamrow@comcast.net

Beth Snortum, beth@lisa4learning.com

Kristen Taylor, geppert@sonic.net

Wayne Reznick, waynerez@gmail.com

ADULT EDUCATION PROGRAM PROPOSAL FORM AND PROCEDURES

Do you have a talent, skill or expertise that you would like to share with MDUUC members and others? Fun programs are welcomed, too. We'll be happy to consider your proposal. Feel free to confer with a member of the Adult Education Committee (see Contacts for Assistance above) or our Director of Lifespan Religious Education, Mr. Barb Greve, at barbg@mduuc.org or at 425-934-3135 ex. 154.

Programs can range from a one-time event to multiple sessions. Formats have varied from discussion of a topic, book or film to experiential exercises and activities. Programs can be held

throughout the year but we generally schedule adult programs in three periods fall/winter (September to December), winter/spring (January to June), and summer (July to August).

- The Proposal has a hardcopy and an online form. You can find a copy on the next page of this Handbook. This version is also available via MDUUC when you click on **Quick Links** and then **Forms**. The church office will also have copies. You can complete it and give it to a staff member at the church office. You can also scan your completed form and send it as an attachment to an email to RE Director at barbg@mduuc.org.
- The online Proposal Form (digital) is accessed on MDUUC.org. From the home page, click on the **Education** tab, and then select **Adult Program Proposal Form** from the pull-down menu. Complete it and click "send".

“SUGGESTED DONATION” POLICY AND PAYMENT PROCEDURES

- Classes are Basically Free. Adult Ed Programs are free to members, friends of the church and the public. We will, however, generally suggest a donation amount. We encourage class leaders to place a donation basket in the room, or, if judged appropriate, to pass it around in class. The suggested donation aims to cover some of the expenses of MDUUC and the leader. Though MDUUC appreciates donations for attending classes, it does not wish to pressure attendees to do so.
- Suggested Donations. The standard suggested donation amount is \$10 for most classes (not, *per session*). Long programs may indicate a higher suggested donation. Amounts greater than \$10 will be set in collaboration with the Adult Education Program Committee and the RE Director.
- “Fees”. Although the term “fee” has been used in connection with our classes, you are encouraged to speak more accurately of “suggested donation” for enrolling and participating in our classes. The term “fee” is more appropriately and restrictively used to refer specifically to an attendee’s payment for the purchase of class materials such as a book. The leader *may* retain all of these types of fees if it represents reimbursement for the leader’s expenses.
- Free Scholarships. It is MDUUC policy not to turn anyone away because of difficulty paying. We will be glad to help. To request a free scholarship or financial assistance, contact the RE Director.
- Generous Donations. When attendees give a donation at the first or subsequent session that is greater than the “suggested donation” the amount above the suggested donation is to be considered as designated as a donation to MDUUC.
- Payment Options. MDUUC.org has a **PayPal** function on the registration screen (see “Registering for Your Class” in this Handbook). Online registration also enables a registrant to indicate a preference to “pay offline.” Payment can be mailed to the church or given to a staff person in the church office. An attendee can also bring payment to the first day of class and hand it to the class leader. Class leaders will be given an envelope for monies received to be dropped off at the church office.

STAFFING THE ADULT ED PROGRAM INFORMATION AND REGISTRATION TABLE

After and between Sunday Services, a table is set-up and designated near the entrance of Bortin Hall as the information and sign-up site for LEAP. It will generally be staffed by the RE Director or a member of the Children’s RE Committee plus a member of the Adult Ed Committee. Because the RE Director is often required to respond to matters that “pop up,” the Director is not always going to be present at the table. Thus, members of the Adult Education Committee have a vital role to staff this table to help orient, promote, answer questions and assist with registration. If you are comfortable, please feel free to take the initiative to approach people who happen to be near the table. You can say something like, “Do you know about are

current adult education programs. Here are some brochures of our current offerings. I'll be happy to answer any questions. Our sign-up sheets are on that table." Offer to orient and assist anyone who is looking at the poster or materials.

The RE Director will set up the LEAP table with the poster, Adult Ed Program brochures as well as arraying sign-up/registration sheets for each class across the table. During each registration period, the RE Director will have the top part of each of these sign-up sheets filled. Below this Handbook paragraph is a copy of the sign-up/registration template. As you see, the top part of the form lists the class title, name of the leader, and schedule. Underneath are places for those who want to take the class to write their name, phone number and email address. Some elderly members may appreciate your writing this information for them. A new set of sign-up sheets may be prepared for new Sunday Services, so a "blank" form does not necessarily mean that no one has signed-up for the class. You may want to mention that to people so they will get an inaccurate impression of a class from a blank sign-up sheet.

[Insert copy of Sign-up/Registration Sheet.]

After the second service, the RE Director will generally collect the sheets. The RE Director or church staff member will give the name of the registrants and their contact information to the class leaders. Class leaders can also jot down the names on these sheets if they come by the LEAP table.

After you complete your tenure staffing the Adult Ed Program at the table, leave the sign-up sheets for the RE Director to pick up. Gather the poster, brochures and other materials and place them in the nearby "Membership Closet" on a shelf marked "Adult Ed Program." When the RE Director is away, you will be given instructions where to place the sign-up sheets. If you do not receive any guidance about handling the sign-up sheets, you can and drop the RE Director an email.

PROMOTING YOUR PROGRAM AND EXPERIENCE OF COMMUNITY

Over the years, we have spread the word to MDUUC members and to the larger community that we offer many interesting and appealing adult education programs. With member turnover, we need to continue to earn this reputation. Undoubtedly, too, we need to do more to let the public know about our "value-priced", wonderful and unique programs. Our website has a list of promotional resources for the larger community. You can access it through **Quick Links/Guides/Communications**.

Promotion by the Class Leader and Adult Ed Committee Members

As a class leader, you are also encouraged to personally let people know about your class. For those of you who are uncomfortable with behavior that smacks of self-promotion, please realize that you are serving a higher calling, namely, informing or refreshing the awareness of others about MDUUC's Adult Education programming. Please feel free to discuss with the RE Director your desire to promote your program more broadly in the larger community. We will be glad to assist you.

Members of the Adult Ed Committee are strongly encouraged to inform and orient members, especially newcomers about our Adult Ed Program and the current offerings. These small group activities facilitate MDUUC members, especially new members, to get to know each other. Even with the Exchange of Greetings in the Sunday Services, it is difficult for people to easily get acquainted with each other in such a large setting. As we increase in numbers, small groups will be increasingly important in making us generate personal and meaningful connections with the MDUUC community.

Print and Online Information and Promotional Resources

MDUUC has a variety of print and online resources, listed below, to help promote your program. For quality control, class leaders are encouraged to review what is written in our brochure and

posted on the website. To make corrections or changes, contact the church administrator or the RE director.

1. Brochure: Print and Digital Versions. The RE Director will heavily draw on your description on your Adult Program Proposal Form but will generally rewrite them to present descriptions that have a similar length and style. Please let him know if you have any concerns and wish to make sure certain points are emphasized.
We print an Adult Programs brochure that is distributed free of charge at the RE table in Bortin Hall or at the Church office. There is also a downloadable digital version of brochure via the **Education** tab on the MDUUC.org home page, which is accessed by clicking on the **Adult Programs Registration on the** pull-down menu. An alternative digital route is to click on the top left of the **Events Calendar**, where you will see the heading "**Adult Programs Links**". Click on the second item on the menu list, "Adult Programs Brochure pdf." The user can download the brochure, print the entire document or selected pages, or cut and paste parts.
2. Online Access to Class Information. The classes are presented on the public and member MDUUC.org website in two additional ways: One is a *calendar* format on the **Events Calendar** page, with clickable links for expanded information and registration. The second is a *table* format, which can be accessed by clicking on the first menu item, "View Upcoming Programs in Table Layout" listed on the top left of the **Events Calendar** screen. The user can also register on this screen.
Each session of each program is listed in chronological order on both the Events Calendar and Table screens. When new people are permitted to attend later sessions once the class has started, they can register by selecting the session date and entering their information on the right column of the Registration screen.
3. Social Media Links. The MDUUC website has a lineup of icon links to a variety of social media services (e.g., Delicious, Digg, FaceBook, Stumbleupon, Technorati and Tweeter). These links are automatically displayed whenever someone accesses information about any of our classes. Ask the RE Director if you would like guidance in using these social media resources.
4. Announcements Insert in the Order of Service. The Sunday Order of Service has a white insert with brief information about upcoming events and programs, including adult education classes. To arrange to have your class description in this insert, you can simply use the **Quick Links** screen and click on "Publicity" under the **Forms** column. It is an online form that can be completed and sent to the church staff for handling. Submit the form or your printed write-up to the church office *no later* than Thursday 9:00 AM. Depending on the number of items in the insert, there will usually be room to accommodate your write-up or an abbreviated version.
5. MDUUC Weekly Email Announcements. The church sends weekly out emails to members and friends about MDUUC activities. Use the Quick Links, then the **Publicity** link to submit your brief announcement online. You can also give a write-up to the office.
6. MDUUC Newsletter (*Beacon*). It is published twice monthly with submission deadlines on the 1st and 3rd Wednesdays at 10:00 AM. You can use the same online **Publicity** form to submit an article about your program. Alternatively, you can give your article to church office member.
7. Sunday Slide Show. You likely have noticed that the large screen in front of the Bortin Hall stage displays a slide show between and after Sunday services. You can also use this medium for promotion by submitting a write-up or attaching a graphic poster or the like.

8. MDUUC Bulletin Boards. Give your material to a staff person in the church office to be posted on our two movable bulletin boards.

CLASS REGISTRATION

There are two main ways to register: sign-up on a form in Bortin Hall or use MDUUC.org online options.

- Sign-up Registration in Bortin Hall. A copy of the Class Sign-up/Registration template is found on page of this Handbook. During each registration period the RE Director or office staff will fill out the top part of the form for each Adult Ed program offered. The RE Director will place these sign-up sheets on the LEAP table near the Bortin Hall entrance. Look for a large poster on a table with “LEAP”, which stands for Lifespan Education and Adult Programs. To increase the visibility of the Adult Ed offerings and facilitate the sign-up process, the sign-up sheets may be arrayed across the table.
- Brochures. This table will also have Adult Education Class brochures that describe our offerings. These brochures are free for the taking.
- Online Registration. Our classes are also presented on the MDUUC.org website in two additional ways: One is a *calendar* format on the **Events Calendar** page, with clickable links for expanded information and registration. The second is a *table* format, which can be accessed by clicking on the first menu item, “View Upcoming Programs in Table Layout”, which can be found on the top left of the **Events Calendar** screen. Each session of each program is listed in chronological order.
- Continuing or Open Registration. When new people are permitted to attend later sessions once the class has started, they can easily register by selecting the session date either on the **Events Calendar** or the **Table Layout** screen. They may also use the sign-up sheets at the LEAP Table in Bortin Hall for “late registration.” If you or the would-be registrant can attend a class that has already begun, please note that it is a “Later” Registration” on the sign-up sheet to alert the class leader. You or the person can also contact the class leader.

HOW MANY ARE SIGNED UP FOR MY CLASS?

You can find out how many have signed up *who used the online method to register* by going to the MDUUC.org home page. From there, click on the **Education** tab, then find your class on the **Events Calendar** and click it. You can also use “**Calendar**” in the **Quick Links** screen. Please know that *this* number will not include the number who signed-up in Bortin Hall. You can ask the RE Director about the total number who signed-up. We will be arranging a site on MDUUC.org where leaders can easily get this information including the names of the registrants and their contact info. This contact info will be helpful when you as a class leader send a reminder email to them or phone them.

CLASS REMINDER

You are encouraged to contact those who have signed up for your class to remind them and be available to answer questions. You will find the contact info for registrants on the **Class Leader** site on MDUUC.org. The church office and the RE Director will also have this information.

CHILDCARE

To learn if childcare is available through MDUUC when a parent attends an Adult Program, please contact Marena McGregor at childcare@mduuc.org.

ROOM RESERVATION

On your class proposal form, there is a place to indicate your class location preference on the MDUUC campus. Please feel free to discuss with the RE Director any proposed off-campus location.

Most of the Adult Ed programs are held in various rooms of the MDUUC's Gilmartin building. The Fireside room in MDUUC's Dorothy White building is another on-campus venue as is the Redwood Room in Bortin Hall. Some programs are conducted off-campus such as Rossmoor, where a number of our congregants reside.

The RE Director will attempt to follow your preference regarding location and room, if you indicated any, whenever possible. When that cannot happen, the RE Director will otherwise arrange a suitable place that will take into account the size and your audio-visual needs.

Once assigned a room, you are encouraged to familiarize yourself with its location, ways to access it from the outside, its light switches, thermostat, location of the kitchen and restrooms.

MAKING OR GETTING COPIES OF MATERIALS AND FORMS

Phone, email or consult with an administrative staff member in person to arrange for copying materials. If you use the church copier, you will need to enter the *account code 135* for the Adult Ed Committee.

OPENING UP, SETTING UP, CLEANING UP, CLOSING UP AND LOCKING UP

What are my responsibilities with these tasks and how can I get any needed assistance with them? Facilities Coordinator, Shaun Smith -- (925) 934-3135 x 118, personal cell 925-497-1950, or shaun@mduuc.org -- is the principal contact person for questions that are not covered in this handbook.

- **Opening Up**
Obtaining a Key to Open up, if Necessary. Depending when and where your program is held, you may need a key for access to the room you will be using. Confer with Shaun about your program schedule and, if necessary, he will issue you a temporary key. He will record the key number and request contact information for you and a \$5 deposit. All keys unlock the parking lot gate. Different buildings have different keys.
- **Setting Up**
Perspective: The Gilmartin building, where most of the programs are held, housed the chapel in the past. It has been renovated a few times to accommodate the emerging needs of MDUUC. The occasional minor inconveniences and anomalies of its retrofitted infrastructure can serve to remind us of its history.
 Shaun can assist with setting up any A-V equipment needs (See the next section of this Handbook). Ordinarily, you are expected to set up the room as you wish. If assistance is needed, contact Shaun.

Lights. Most of the light switch plates have dual switches, which offer two lighting level options. One switch turns on two of the four sets of florescent bulbs in each ceiling fixture. The other switch turns on the remaining set of two in all of the fixtures for brighter illumination.

Shaun has placed signs to identify the location of light switches that are not obvious. Many of the light switches are conventionally placed next to the inside entrances of the room. However, the large OWL room has two light switch plates on the same wall, one near the inside entrance and the other in the middle of that same wall. The Children's Chapel has three light switches. One is inside near the outside door; this turns on the round hanging fixtures. Another is behind the metal cabinet and another set is in the hall next to the Sequoia room entrance.

Thermostat. The Gilmartin building has one thermostat that controls the heat for the entire building with the exception of the church office in that building, which has its own. There is no air-conditioning in Gilmartin.

The digital, touch-screen, thermostat is located on the wall in the Children's Chapel. Simply touch the screen of the thermostat to light up its screen and to activate the unit. On the left side of the screen, you will see the word "System" with "Heat", "Cool", or "Off." You can rotate among these options. To select the "Heat" gently tap under "System" until "Heat" appears and begins to blink. Then touch "Done" below it on the screen. Use the screen's up and down arrows on the right to set the desired temperature. You can leave the Fan setting on "Auto", which means that the fan will automatically come on as it is supposed to when the heat turns on.

If you need to change the fan setting to "On" or "Off", touch the screen options under "Fan" until your desired setting blinks, then touch "Done." During hot days, the Fan set on "On" (continuous) usually offers but little comfort. Better to open up the doors.

Electrical Breaker Panel. On the rare occasion when you need to check or turn on a breaker, you will find the panel on the wall in the Men's Room.

Fire-extinguisher. There is one in every room.

Cleaning UP

After your class session, please make an effort to restore the room to its previous state and arrangement. Please do some clean-up of the room as well by simply putting items in the trash and recycle bins. If necessary, cleaning supplies can be found in the vanity under the kitchen sink. Trash bags are kept in the supply area in the Men's Room, as is a vacuum cleaner, in the event of a need.

Closing Up and Locking Up

Try to let others in the building know that you have left. Turn off the lights and if you are the last to leave, turn off the heat on the Gilmartin Building's thermostat. Use the touch-screen area under "System" until the "Off" option appears; then touch "Done" underneath it.

We have had some after-hours break-ins, so care is warranted in making sure that the room and building are securely locked. Unless you are otherwise instructed, please make sure that *all the doors* are locked before you leave the campus. Check doors that you did not open to rule out their inadvertently having been left unlocked. If you are unsure if you are the last to leave and you have already scanned the area, including the restrooms, for signs of life, go ahead and lock up. If you see lights on but do not hear anything, please turn out those lights, too.

If you are the last to leave and there are no cars in the parking lot, please close the gate and lock it. If you see one or more cars in the lot but no sign of anyone being in any of the buildings, close the gate *without* closing the lock. Generally, a closed gate that looks locked will be a sufficient deterrent to would-be burglars.

MAINTENANCE PROBLEM

- **Urgent.** If there is a problem that requires immediate attention, please contact (a) the Facilities Coordinator, (b) a church staff member, or (c) the RE Director. See Contacts for Assistance section in this Handbook or the contacts list posted near the entrance of the Gilmartin kitchen for ways to reach them.
- **Non-urgent.** If there is a mishap, a detected maintenance issue or circumstance that requires more cleaning services or resources than are readily available, use the bright yellow “Repair/Clean/Paint” form on the kitchen wall, and slip it under the Church office door. Alternatively, you report a non-urgent maintenance problem online by clicking **Quick Links** from the MDUUC.org home page and under **Forms** in the next screen. Then click on “Maintenance” and fill in the short online form. Thanks for letting us know.

AUDIO-VISUAL EQUIPMENT (AV), SUPPLIES, AND TECH SUPPORT

The Facilities Coordinator -- Shaun Smith, (925) 934-3135 x 118 -- is the go-to for questions about MDUUC supplies, AV and tech resources. To reserve A-V equipment, contact Shaun, who will help with the set up and review the instructions with you. Give him as much notice regarding your need as you can because the equipment is first come, first served

- **Wifi Internet Connection:** When you are in one of MDUUC’s buildings and your electronic device is turned on and set to identify available wifi networks, three MDUUC wifi options will be indicated. The password is embedded in the name of the network. You can choose one of the two “public” MDUUC networks, which will be labeled “MDUUC password is MDUUC-public” or “MDUUC password is MDUUC-Public.” Enter the password “MDUUC-” and either the upper-case or lower-case “p” that corresponds to the network name. (Backstory: The original upper-case “P” and lower-case “ublic” was less user-friendly to keyboarders in a hurry, so a second digital entry way was created.).
- **White Board:** The Owl room has a wood cabinet in the middle of its front wall. It opens up to reveal a white dry-board. In the right back of the room is kept a portable, white, dry board. If you need a stand to hold up the board, contact Shaun.
- **Flip Chart:** On the back wall of the Owl room is a wooden framed holder of flip charts. If you need a stand to hold up flip chart, contact Shaun.
- **Available AV Equipment:** The OWL room has a wired DVD and VHS system with speakers. The operating instructions can be found in the cabinet in the front left of the room that houses the media players. You can also access the instructions on MDUUC.org: from the **Quick Links** screen, click on **Facilities** under “Guide” and then select “OWL Room Sound.” The OWL room has a built-in pull-down projector screen. Also available are portable DVD and VHS players, a flat-screen monitor, a microphone, amplifier/speaker, a projector and projection screen.

FOLLOW-UP WITH REGISTRANTS WHO DON’T ATTEND YOUR PROGRAM

You are encouraged but not required to make an effort to contact registrants who did not attend your first class without your advanced knowledge or seemed to have dropped out after the first session. You may find it useful to regard these occasions as opportunities to offer help of some kind and to obtain feedback that might point to ways we can make our programs more accessible or better. See “Culture of Caring” in the box in the beginning of this Handbook.

ADULT EDUCATION COMMITTEE SUPPORT

Please feel free to consult members of the Adult Education Committee regarding policies and procedures and to suggest ways we can be more helpful or make improvements. The RE Director and members of the Adult Ed Committee will staff the LEAP table near the entrance to Bortin Hall between and after Sunday services to inform and promote the Adult Programs, answer questions, and encourage registering for your program.

The organizational mandate of the Adult Education Committee is to support the implementation of MDUUC's adult education and growth programming for church members, church attendees who have not become members and to the community at large. The principal functional tasks of the Committee include the following: assist the RE Director and the minister in arranging, coordinating, suggesting and promoting a range of programs throughout the year, assist with oversight and quality control, as well as offer suggestions regarding policy and procedures.

The Committee chair or formal decisional authority is held by the RE Director in conjunction with a minister. A lay member serves as a designated or formal convener, who performs administrative and coordination duties including preparing an agenda, running the meeting, taking the lead in implementing plans, and sharing other functional responsibilities with the RE Director and the minister. The convener also serves as the liaison to the Lifespan Education Advisory Program (LEAP) Council. This liaison role consists of updating the Council about the Committee's functioning, concerns and issues. Committee members are selected by the RE director, minister and the convener and are generally MDUUC members who have conducted educational or growth programs. The MDUUC Board also designates one of its members to serve as its liaison to the LEAP Council.

EVALUATION FORM AND PROCEDURE

The class leaders' use of the Evaluation Form, shown on the next page of this Handbook, helps us learn what attendees like and want and to identify ways we can improve what we do. Please hand out copies of the Adult Program Evaluation Form at your last session. Feel free to send a form as well to any class member who may have dropped out or was unable to attend the final session. Be sure to collect them, putting them in an envelope to review later. Please share them with either the convener of the Adult Ed Committee or the RE Director. Thanks.

Mt. Diablo Unitarian Universalist Church

Adult Program Evaluation Form

Help us improve what we offer and tell us what you like. Please take 2 minutes to complete this feedback sheet. Thanks. The Director of Lifespan Religious Education will review your feedback.

Date _____ Course/program title _____

Instructor/facilitator name _____

What did you like about the course/program?

What changes would improve it?

How did you learn about the program? (Circle all that apply)

Friend Congregation member Church Website Order of Service Insert
Other (please specify):

What made you decide to attend this class/program? (Circle all that apply)

Topic Format Leader Meet people Other (please specify):

Circle your ratings:

Course	content:	Excellent	Good	Fair
--------	----------	-----------	------	------

Amount/quality of discussion:	Excellent	Good	Fair
-------------------------------	-----------	------	------

Friendliness or supportiveness: Dissatisfied	Very Satisfied	Satisfied
---	----------------	-----------

As a church program, how would rate your overall satisfaction?			
Dissatisfied	Very Satisfied	Satisfied	Fairly Satisfied

Other courses or programs you would like us to offer:

Your name _____

If we want to learn more about your experience and suggestions, may we contact you?
Yes No

If "yes", what is best way to contact you: _____

