

Unitarian Universalist Congregation of Phoenix

Justice Ministry Team Application Form

Team Responsibilities

- Each team shall **have a designated leader** to act as the communication point person. This person will receive important announcements from the office regarding deadlines and other congregation business matters. Additionally, this person will receive forwarded email and phone inquiries regarding this group.
- Teams shall maintain a record of participation for all events to include in their **Annual Report**. Submissions are due April 30.
- Teams shall submit a description of the group and a schedule of all activities for the upcoming year (August through July) to be included in the **Program Catalog**. Submissions are due May 31.
- Teams shall send a leader or delegate to the quarterly **Council Meetings**.
- Teams shall adhere to the publicity guidelines in the annual *Guidebook for Volunteer and Paid Staff*.
- **Teams expire at the end of June on the second year after approval.** If a team wants to continue, another application must be submitted by the end of March.
- If a team wants to request funding support from UUCP, they need to submit their **budget request** before the end of January so that it can go into the annual budget process.

Application Process

Application to start a new team may be made at any time. Please submit the application to the UUCP office, attention Rev. Susan, or email susanfrederickgray@phoenixuu.org. Please note that application approval may take up to six weeks.

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Team Leader or Team-Co-Leaders *Must be UUCP Members*

Name:	
Phone #:	Email:

Name:	
Phone #:	Email:

Team Members *List the names of at least four additional committed team members. At least three must be members of UUCP.*

Name:	
Phone #:	Email:

Name:	
Phone #:	Email:

Name:	
Phone #:	Email:

Name:	
Phone #:	Email:

About the Justice Ministry Team

Justice Ministry Team Name:
Team Purpose:

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How will this team further the mission of the congregation? *Share, Grow, Advance Justice*

What are the goals of this team for the next twelve months?

What are some of the longer term goals of the team, beyond the next year?

Please give a brief overview of how this team plans to achieve its goals for next year.

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What outside community groups or organizations will the team partner with? Please note if this partnership is currently active.

Justice Ministry Team Administration

What are the anticipated UUCP resources needed by the team during the next year?

Please check all that apply. Add any other resources not listed.

- Funding or Fundraising Assistance
- Meeting Space
- Publicity
- Copying Services
- Presence on the website
- Other

Will this team depend on funding? If so, list any requested fundraisers and include dates. All fundraisers must be approved by the lead minister.

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Is there anything else UUCP should know about this team?

Signatures

UUCP Member

UUCP Member

UUCP Member