

# **PATIO TABLE POLICY**

(revised July 2015)

**Approved by: Executive Team**

## **Intent**

One of the ways we all serve our Congregation is by providing and staffing tables on the patio each Sunday to relay the important work that our ministry teams are engaged in through out the church, the city and the world. Tables are meant to inform First Church members and friends about group activities and motivate them to participate when appropriate. It is the intent of this policy to make clear what the expectations and responsibilities are in relation to patio table use.

## **Atmosphere**

It is easy for the patio to feel like a marketplace if there are too many tables and activities. With this in mind, the tables must support an environment of spiritual nourishment, dignity and community connections.

To avoid a carnival atmosphere, the number of available tables may be limited from time to time. The number of tables may also be limited due to the depth and breadth of church related Sunday programming.

While there are many Sunday patio tables, some tables are core to the mission of the church and have priority – these are (listed alphabetically)

1. Generosity Table
2. Pastoral Table(s) such as super cards
3. Social Hour Table(s)
4. Welcome Table
5. Young Adult and Campus Ministry Table
6. Youth Program Table

If you are staffing a table it is expected that you will be respectful of everyone and treat those who approach you with quiet enthusiasm, while not disturbing those who do not approach your table. This means that there will be no leafleting, soliciting, or handing out of brochures, flyers or gathering of signatures outside of material at a stationary table.

## **Usage**

This opportunity is reserved for groups specifically related to the First UU Church of San Diego through one of our Ministry Teams in order to relay the important work that our ministry teams are engaged in through out the church, the city and the world.

Outside groups wishing to provide material for and staff a table on Sundays must make application no less than one month prior to the Sunday they wish to be

present and must receive approval from a Co-Leader of the appropriate Ministry Team. Outside groups can contact Chris Christenson at 619-398-4444 or [chris@firstuusandiego.org](mailto:chris@firstuusandiego.org) to find out which Ministry Team leader they need to be in touch with.

Some church groups regularly present Sunday patio tables. Currently (July, 2015) these groups are: UU Men's Fellowship, UU Women, Rainbow Action, Earth Centered Spirituality Circle, UUSC Coffee Sales.

Those church groups that do not regularly present a Sunday patio table and are interested in doing so, must contact Chris Christenson (see contact information above) two weeks before the Sunday they wish to table. While tables are available on a first come, first serve basis, it may be necessary to limit the total number of tables on any given Sunday due to church programming.

### **Logistics**

Tables are available on a first come, first serve basis. Tables used must be small (unless previously arranged), attractive and presented with a clean covering.

Tables may not be placed in front of the memorial wall or the memorial fountain.

There are a limited number of patio umbrellas. One may not be available for your use.

Any paper material made available at a table must be held with a paperweight or clips to avoid paper all over the patio. Any signage should be neat, professional, clean and no larger than the table itself. A volunteer must be present at the table after each worship service to answer questions. If an easel is required, arrangements must be made prior to the Sunday needed.

A volunteer must be available to receive their table assignment between 8:30 and 9:00 AM or the table will be forfeited. The specific table to be used will be designated by Chris Christenson or the on duty staff person. Tabling material must be removed by 1pm following the second worship service. This must be removed from the campus as it cannot be stored at church.

### **Signage**

Other than flyers, brochures or a sign no larger than the table itself, at the Sunday patio table, signs are allowed only on church bulletin boards. Any additional signage must be approved by Chris Christenson. This will help avoid a cluttered "marketplace" atmosphere so that we may support an environment of spiritual nourishment, dignity and community connections.

## **Fundraising & Politics**

You must take appropriate steps to ensure that table activities and materials do not violate our congregation's non-profit status.

No fundraising activities can be engaged in without express consent from the Director of Operations, Robie Evans, [robie@firstuusandiego.org](mailto:robie@firstuusandiego.org) . A copy of First Church's fundraising policy can be found at:

[www.firstuusandiego.org/US/policies/fundraising](http://www.firstuusandiego.org/US/policies/fundraising).

Take appropriate steps to ensure that your activities and table materials do not violate our congregation's non-profit status by following the three simple rules on Issue Advocacy, Lobbying and Political Campaign Intervention. Information on these can be found in a UUA document called, "The Real Rules: Congregations and IRS Guidelines on Advocacy, Lobbying, and Elections. This document is available at:

[www.uua.org/documents/washingtonoffice/real\\_rules.pdf](http://www.uua.org/documents/washingtonoffice/real_rules.pdf)

If you have ANY QUESTIONS OR DOUBT about a political or advocacy issue, please speak with Rev. Jennifer Channin, [Jennifer@firstuusandiego.org](mailto:Jennifer@firstuusandiego.org) or (619) 298-9978.