

So You're the Next MAC of the Month...

MAC of the Month is an initiative to showcase UUCC's various MACs (Ministries, Activity Groups, and Committees). The goal is to make the work – and the people – of our various MACs more visible and to provide an opportunity for soliciting and sharing ideas, inviting involvement, etc. When your MAC is designated as the MAC of the Month, you are “it” for the whole month, and you may choose to do various special activities throughout the month. However, one Sunday morning (usually the 1st Sunday of the month) is designated as your special “Splash” Sunday. On this day, you’ll be mentioned from the pulpit as MAC of the Month, and you should try to be as visible as possible during the services that morning. Below are the things you’ll need to do to prepare for your big splash!

YOUR TO-DO LIST (more details provided below):

- Submit profile of your MAC to for inclusion in the newsletter (by 18th of the prior month)
- Prepare your MAC of the Month bulletin board display (by 1st of the month)
- Decide if your MAC will provide ushers for your Splash Sunday, and email usher coordinator with the answer (if your MAC will be ushering, include names of ushers)
- Select chalice lighters from your MAC and email their names to Worship
- Plan what you will say about your MAC from the pulpit on your Splash Sunday
- Plan other activities and initiatives to increase your MAC's visibility during the month (see suggestions in the “more details and ideas” section below)

KEY CONTACT INFO:

Worship Committee: Miles McCrimmon, mmccrimmon@reynolds.edu, 559-5756; Nan Ottenritter, nottenritter@yahoo.com, 306-1078

Church Office: Carol Burris, office@uuccglenallen.org, 752-6005

Usher Coordinator: Debra Scott, debrauucc@comcast.net, 784-4737

LinkTank (coordinates MAC of the Month): Elaine Kiziah, linktank@uuccglenallen.org, 272-9655

Newsletter: Rita Hull (288-5025) & Christine Pimblett (749-8136), newsletter@uuccglenallen.org

E-News: Kate Soderman (227-3944), enews@uuccglenallen.org

MORE DETAILS AND IDEAS:

Newsletter Profile (due to newsletter@uuccglenallen.org by the 18th of the prior month)

Using the MAC of the Month newsletter template you received as a guide, write up a profile of your MAC to be included in the newsletter for the month you are designated as MAC of the Month. Send your text UNFORMATTED (i.e., not typed into the template file) to the newsletter volunteers at the above email address. (Special formatting tends to mess up their layout & thus creates extra work for them.) They will put your text into the correct MAC of the Month format. If possible, send a photo of your MAC along with your text. This is a great way for the UUCC community to get to know your MAC & will make it easier / more inviting for interested people to make contact with you.

MAC of the Month Bulletin Board

The MAC of the Month bulletin board is located in the lobby area, on the right-hand wall just before you enter the sanctuary (where the orders of service are stacked on Sunday mornings). The bulletin

board is your display space for the entire month. At the beginning of your month, remove and discard the prior MAC's materials (but leave the "MAC of the Month" header in place) and add your own new display. Your display might include text from your newsletter profile, photos, help-wanted ads, handouts, "business cards" for your MAC, etc. If you want to save any parts of your display when you are done with them, be sure to remove them yourself by the end of the month, or they will be discarded by the next MAC.

Participation in the Sunday Service

On your Splash Sunday, your MAC will participate in the following ways as a part of the morning service(s):

Introduction as MAC of the Month

At the beginning of the service, you will be identified from the pulpit as the MAC of the Month. The Worship Associate will invite you to come forward and say a few words about your group. If you (or someone else from your MAC) are unable to be there to talk about your MAC, you may provide Worship with a brief written statement to read instead; however, it is far preferable for someone from your MAC to speak, as this helps the congregation put a "face" to your group.

Chalice Lighting

You should select one or two people from your MAC to light the chalice during the two morning services. Email Worship, the minister, and the church office with the name(s) of your chalice lighter(s). Ask your chalice lighter(s) to touch base with the worship associate prior to the service for specific instructions.

Ushering

If possible, select two or three people from your MAC to serve as ushers for each of the two morning services. Contact the Usher Coordinator at least a week beforehand to let her know who will be ushering from your MAC and to request written instructions for ushering. (If your MAC decides *not* to provide ushers for your Splash Sunday, please DO still contact the Usher Coordinator to let her know.) Also send an email to the church office with the names of the ushers so they can be listed in the order of service.

Other Ideas for Visibility on Your Splash Sunday or Throughout the Month

Here are some other things you may want to do as MAC of the Month:

- **This one is strongly recommended:** Have members of your MAC wear special nametags, props, or costumes on Sunday morning(s) to distinguish you as the MAC of the Month and to help people see who is in your group. For example: the LinkTank wore paper chain necklaces and stick-on "MAC of the Month" nametags, the Canvass committee wore canvas hats, etc.
- Make inserts about your MAC to include in the order of service for your Splash Sunday. You'll probably need about 100 copies but may want to check with the church office to verify that number.
- Submit an announcement about your group as MAC of the Month to be included in the order of service and/or eNews. Or consider a different weekly "fun fact" about your MAC. Send announcements by Wednesday morning to have them included in that week's enews or order of service.

- Sign members of your MAC up to serve as greeters on your Splash Sunday or throughout the month. Sign up is located in the lobby near the greeting table.
- Sign members of your MAC up to host coffee hour on your Splash Sunday or throughout the month. Bring a few nibbles and put up a sign that says something like, “Today’s treats brought to you by ___, our MAC of the Month.”
- If space permits, set up an informational table in the lobby.
- Try something else really creative or whacky! Wear giant sandwich boards. Stage “guerilla” skits during coffee hour. Put up Berma-Shave style signs outside the building. Offer fun 15-minute workshops (relevant to your MAC) after services. Host a themed scavenger hunt with prizes for the winners. Etc.
- Invite people to stick around after the service on your Splash Sunday for a conversation with your MAC. Don’t expect a large crowd, but there *are* things you can do to encourage folks to hang around and talk with you for a bit. Below are a few ideas:
 - Have a clear idea of what the goal is of this conversation, and clearly communicate it. For example, are you looking for ideas or feedback from the congregation? To dispel myths about your MAC? To share some little-known facts? Find a compelling reason for the conversation; otherwise it’s not worth having.
 - Put some “teaser questions” in an insert or announcement in the order of service – questions you’ll answer during the conversation, or questions you want input on.
 - Promise to keep the conversation short. People are more likely to stay and chat briefly if they know it will be short. If they think it’ll be a long conversation, they’ll want to go get coffee first, and once they do that you’ve lost ‘em!
 - Give away goodies to the people who stay to talk with you.
 - Feed them.
 - Ask the worship associate to remind folks to stay afterward for the conversation with your MAC. Give them a sentence or two to read as a reminder at the end of the service, just before the benediction. For example: *“Please remember to join the Canvass Committee here in the sanctuary after the service for a 5-minute conversation about how to make this year’s Canvass the best ever.”*
 - Position one or two members from your MAC at the back of the sanctuary to remind people about the conversation and redirect them to the front of the sanctuary for the conversation, with a promise that it will be quick.