

Association Sunday

Checklist for Organizing Your Service

Before the Service:

- Consider doing a pulpit exchange with neighboring congregations.
- Collaborate with religious professionals and lay leaders in your congregation to plan your service.
- Contact members of the congregation about making lead gifts, and consider making a lead gift yourself.
- Put up Association Sunday Posters in your congregation.
- Publicize the service and special collection in your newsletter (see sample Association Sunday Announcement for Congregational Newsletters), on your website, and in your Order of Service (see sample Order of Service Insert). Be sure to provide the http://uua.kintera.org/assoc_sunday2011 link in your electronic newsletter, and ask those who will be unable to attend to mail their contributions.
- As we trust people will be inspired by it, schedule the offering for after the sermon.

At the Service:

- Announce your gift, and ask that each member consider a gift of \$20 or more. Remind them that this Sunday's collection is a special opportunity to connect and combine our resources for the future of our faith.
- Indicate that all checks should be made out to the UUA.

After the Service:

- Send your congregation's donation to the UUA (see How to Return Gifts form). Have a check made out for all cash collected and return it to the UUA with the Gift Information Form.
- Send sermons, pictures and other materials you used for sharing with others to Lindsey Reed at 25 Beacon Street, Boston MA 20108 or AssociationSunday@uua.org.

**For further information email us at AssociationSunday@uua.org,
or call Lindsey Reed at (617) 948-4661.**