

Overview of Envoy Tasks

Welcome to the UU-UNO

Thank you for volunteering to become an Envoy for your congregation! As an Envoy, you are extremely valuable to the UU United Nations Office because you serve as the link between our office's international social justice initiatives and your local UU community.

Sometimes planning events can require a lot of time and hard work. To make your job easier, we encourage you to work with a Co-Envoy, Youth Envoy, or Envoy team. Many Envoys have also had great success collaborating with pre-existing committees or coalitions in their congregation (such as the Social Action Committee). You are the expert on your congregation so we encourage you to examine the inner workings of your UU home and decide the most effective way to inform your members about the work of the UU-UNO.

As an Envoy, it is expected that you will keep up-to-date with the monthly tasks listed in the Envoy News as well as maintaining communication with the Office. Below is a list of suggested things to do. You are not expected to achieve all of these - they provide you with some guidance as to what types of things Envoys work on.

The UUA's International Engagement Associate is available to work with you to strengthen the Envoy Program in your congregation. To discuss any ideas, questions, or concerns contact:

Int'l Engagement Associate: Allison Hess at ahess@uua.org or (617) 948-4366

Getting Started

Announce your position as Envoy to your congregation

Get your position officially recognized by your congregation. This is usually done through your minister, congregation board, or Social Action Committee. Then, introduce yourself in your congregational newsletter or bulletin.

Create a support network

Develop congregational contacts with your minister, director of religious education, youth group, Social Action Committee, peace action task force, welcoming congregation committee, Interweave group, and any other person or group at your congregation who may be interested in our work.

Get educated

Look at our website, talk to UU-UNO staff, and become well versed in what the Office is doing. Build your knowledge so you can articulate what the Office is working on to your congregation.

Build an Envoy Team

Find a co-Envoy, Youth Envoy, or create an Envoy team. Reach out to others in the congregation with a passion for global engagement, and work together on a project to get started.

Fostering Support

Become a UU-UNO Supporter

Lead by example and contribute to the UU-UNO each year as a Supporter (see levels below). Although the UU-UNO is part of the Unitarian Universalist Association (UUA), we are still responsible for fundraising for our own budget. The UU-UNO depends on individual and congregational contributions to keep the UU voice alive and strong at the United Nations.

\$250.00 - Global Equality Supporter

\$150.00 - Family/Household Supporter

\$60.00 - Individual Supporter

\$30.00 - Retired/Student Supporter

Encourage your congregation to establish an annual donation

A main responsibility of an Envoy is to increase interest and funding for our Office. Envoys should work alongside their minister and board to promote congregational support. One of the criteria to become a Blue Ribbon Congregation is by donating at least \$100 or \$1 for every member, whichever is greater. If the UU-UNO suggested sustaining donor amount cannot be included in the annual budget, Envoys are encouraged to be creative about raising the funds. This includes dedicating the collection plate during a service to the UU-UNO or organizing a fundraiser.

Increase individual support

The UU-UNO encourages Envoys to recruit at least five individuals in their congregation to join the historic mission of the UU-UNO by becoming Supporters. If five percent of your congregation's members become Supporters (or 15 individuals for large congregations), you have already well on your way to becoming a Blue Ribbon Congregation.

Sharing your Congregation's Passions & Concerns with Us

Maintain communication with the Office

We want to hear from you. Let us know your feedback and what issues your congregation cares about. What social action have you been involved in or do you want to be involved in? If you have any questions, suggestions, or need for assistance, contact the Office.

Invite us to visit you

The UU-UNO Director and International Engagement Associate are available to speak at your congregation on a first-come, first-served basis. Many congregations invite an office staff member to speak for their UN Sunday services.

Coordinate congregational visits to the UU-UNO and UN

We encourage congregations to visit our Office and the UN. This gives UUs in your community the opportunity to see what we are working on first-hand.

Promoting the UU-UNO and the UN

Plan a UN Sunday Service

Since the United Nations Charter entered into force on October 24, 1945, it has become a tradition in many UU congregations to designate a Sunday in October as UN Sunday. We ask that all Envoys hold a UN Sunday Service or event in support of the UU United Nations Office. UN Sunday is one of the most effective ways to educate your congregation about our advocacy at the UN and recruit membership and support for the UU-UNO. The UU-UNO announces a new UN Sunday Theme on our website each April and publishes an updated, theme-specific resource packet each June.

Publicize the UU-UNO

Discover the best ways to publicize the UU-UNO in your congregation. Many Envoys post monthly announcements in their congregation's newsletter. Others set up a UU-UNO table during coffee hour, or share information on the congregation's social media pages. We encourage you to come up with your own publicity ideas and share them with us. We love to highlight suggestions in the Envoy News and inspire other Envoys.

Hold an internationally themed event or fundraiser

For ideas go to the Envoy section of our website or use the Envoy Facebook group to ask for suggestions from other Envoys.

Promote and engage in UU-UNO programs

This includes our Intergenerational Spring Seminar, Every Child is Our Child Program, advocacy for LGBTQ human rights and at the UN, and activism to stop racial discrimination and gender-based violence and mitigate the effects of climate change. For more information about these initiatives, explore our website or check out our blog.