**Shared Ministry Agreement Form**

Before you fill out this form, please make sure to check with Congregational Administrator Julie Hamilton (uugreensboro@gmail.com) on the availability of the building if you plan to use it.

Congratulations on stepping into church leadership! You can expect that this proposal will be reviewed in the next month at the very latest, and you will hear back after the SMA meeting [Shared Ministry Agreement Form](https://docs.google.com/document/d/1xq_Lgwi5sPAEvyP_kaeVyBv-rQJYzQyN/edit). The group that approves SMAs is Rev. Sadie, Cindy, and Julie as well as Board Trustee Linda Gretton. You can expect a green light (go ahead!), a yellow light (please resubmit with significant changes), or a red light (this project does not serve the mission of this congregation). You can begin an SMA at any time of year, but it must be resubmitted every February 1 to be considered for the budget process. No SMAs will carry over year to year.

Please submit your SMAs by email to uucgsma@gmail.com. Thank you!

Church Mission: To connect in spirituality and in service, to care for each other and the world, and to create loving community.

\*indicates required

**Project overview**

* \*Proposal for :
	+ Ongoing ministry
	+ One time event
	+ Limited time project
* \*Name of ministry or project:
* \*Date of submission (this is not the date of your project)
* \*Brief description of ministry or project:

**Who will lead it? Who will attend it?**

* \*Co-Leaders (co-leaders must be members, you can only lead 2 active SMA's at any given time):
* \*Emails of co-leaders:
* \*3 other members committed to the ministry or project:
* Whose needs is this ministry or project intended to meet? (ex: families with young children, retired people, people who work during the daytime)

**Mission**

* \*How does this ministry or project help fulfill the mission of UUCG? “To connect in spirituality and in service, to care for each other and the world, and to create loving community.”

**Connection**

* \*Would you like training or guidance from the minister, staff, lay leaders, or an outside source? If so, describe what that looks like. (ex. Small group ministry leaders want to review a curriculum with the minister. A group wants to bring the Transforming Hearts Collective to offer a training on radical welcome and inclusion.)
* Are there other ministries within the church you’d like to collaborate with?
* Are there community organizations you’ll be in partnership with?

**Logistics**

* \*If this is a one time event, what is the date and time?
* \*If this is a project, what are the start and end dates of your project?
* \*If this is a group, how often and when will you meet?
* Will you need to use the church’s zoom account?
	+ Yes
	+ No
	+ Maybe only occasionally
* \*Will you need to use the church building? If so, which rooms?
* \*What is your setup and clean up plan?
* Do you need streaming of your event ($20/hr)? (please include in your budget request below)
* \*Would you like the church to provide childcare ($20/hr)? (please include in your budget request below)
* How much money are you requesting?
* Are you going to fundraise? If so, Explain.
* \*How will you communicate about your group/event/project to the church?
* \*How will you communicate within your group?
* Anything else you’d like to ask?