

Attitude of Gratitude Policies and Procedures

Approved January 17, 2018

POLICIES

Purpose/Why: The purpose of Attitude of Gratitude is to honor and recognize individuals or groups who have made a contribution through their time and talents to the UUFM or its members. We recognize those people who demonstrate and inspire others by living our seven principles. There is no limit to the number of times an individual or group can be nominated.

Who will be honored: Individuals, staff members, or groups who have been nominated by members or friends of the congregation.

What kinds of deeds will be recognized: Any act of kindness, any act that contributes to the functioning of the UUFM, any act that brings honor to the UUFM, and any act that demonstrates our living principles.

When will this recognition take place: Individuals or groups will be recognized monthly on the last Sunday of the month during a church service.

Where will this recognition take place: At services or during congregational meetings.

How will people be honored: Individuals or groups will be recognized verbally by name and deed, while a candle is lit in their honor.

PROCEDURES

Special Action Group: There will be a minimum of three members.

Responsibilities of Special Action Group:

1. Prepare nomination forms and make them available in the pews and in the receptacle on the table in the entryway. Nomination forms include: date of nomination, nominee, and reason for nomination. Nominator may include their name or remain anonymous. Nominations can be placed in Sunday basket or put in receptacle located on entryway table.
2. Collect nominations, at least monthly.
3. Raise awareness of Attitude of Gratitude by encouraging members and friends of UUFM to nominate those who do good deeds. This could be done at the pulpit once per month at the time of the recognitions and/or through announcements in the Order of Service or Weekly Update.

4. Review nominations and select three individuals or groups to recognize monthly; if possible, those selected should recognize different age groups, both genders, and a variety of good deeds each time to assure diversity. If more than three nominations are received in a month, the non-selected nominations are saved for future consideration.
5. Record in the Dropbox spread sheet, Nominations for Attitude of Gratitude, who is honored each month and why, to assure fairness so that no individual or group is repeatedly honored while others are not.
6. Action Group members or the designated Sunday service worship leader may share the responsibility of taking to the pulpit to honor three individuals or groups monthly.
7. The Action Group will meet as needed to achieve these tasks; meetings may be face-to-face or via e-mail or phone.
8. The Action Group Chair is responsible for designating responsibilities to members.

PROCESSING OF NOMINATIONS

1. Nomination forms will be placed in the Attitude of Gratitude box or submitted via email to the Action Group Chair.
2. Record the nominations on the spread sheet in the Action Group Dropbox.
3. Each month, at least a week prior to the Sunday service in which people are recognized, the committee or a designated committee member reviews all new and outstanding nominations and selects three honorees for the month and records the names of the 3 designated honorees for the month on the spread sheet in Dropbox.
4. Contact people who are being honored ahead of time in order to ensure:
 - They are OK with being honored publicly.
 - They are being honored for something they have actually done.
 - They are being honored in timely fashion, or that their action is recognized as having been done previously, if they are not currently doing the action.
 - They understand if they are to stand up, raise their hand, or what to do on the Sunday they are recognized.
5. The Action Group will report to the Board or minister every 6 months beginning June 2018.

Sample Script for Attitude of Gratitude Recognition:

Each month the Attitude of Gratitude Action Group strives to recognize some of the many volunteers who provide service to our congregation. Some of us contribute by good deeds, others by dedicated service, and others by performing acts that exemplify our principles.

(Do not name the individual who made the nomination.)

This month we extend our gratitude to:

Recipient #1 for....

Recipient #2 for...

Recipient #3 for...

And thank you to all of our many volunteers who provide service to our community.

We encourage anyone to help us to recognize individuals or groups whom you have caught doing good work by completing a simple nomination form that can be found in the pews or in the entryway on the table. You may also contact the Action Group chair (name) at (e-mail address) to nominate someone for recognition.