

Guide to Rev. Alan Taylor's Sabbatical

April 11, 2018 through Aug. 13, 2018

Why a Sabbatical?

The sabbatical leave is a tradition for Unitarian Universalist clergy. It offers an extended time for study, reflection, rest and renewal—all ingredients for effective ministry. A sabbatical leave is part of the Congregation's covenant agreement with Rev. Alan Taylor. Just as importantly, the congregation will benefit as he returns refreshed, filled with new ideas, and with rekindled energy.

How Can I Contact Rev. Taylor?

Rev. Taylor's sabbatical is a time for a complete break from his duties as our minister. The network described in this brochure addresses who members should contact in Rev. Taylor's absence regarding routine matters as well as emergencies that might arise.

Sunday Worship Services

During the sabbatical, Sunday services will continue as usual with the exception that Rev. Taylor will not be in the pulpit. This is an opportunity to hear new voices, meet guest ministers as well as hear from our own Rev. Emily Gage, Minister of Faith Development, and Kellie Kelly, our Intern Minister. Behind the scenes, the Sabbatical Committee and the Worship Committee will be working to ensure that Sunday services run smoothly. See the complete list below.

9am	April 15	UTUUC Choir Sunday
&	April 22	Rev. Brian Sauder, Executive Director of Faith in Place
10:45am	April 29	UTUUC Coming of Age program
	May 6	Rev. Emily Gage
	May 13	UTUUC High School Bridging Ceremony
	May 20	Rev. Emily Gage
	May 27	Rev. Ana Levy-Lyons, Brooklyn Unitarian Universalist Church
	June 3	Flower Communion - Rev. Emily Gage
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one	June 10	Rev. Dr. Dorothy Emerson, founder of UU Women's Heritage Society
service	June 17	Rev. Kellie Kelly
only	June 24	Rev. Amy Petrie Shaw, Lake Country UU Church, Hartland, WI
at	July 1	Chuck Ruth, member of UTUUC and Soul Connections Facilitator
9am	July 8	Rev. Meg Riley, Senior Minister of Church of the Larger Fellowship
	July 15	Rev. Kellie Kelly and MyHAT (tentative)
	July 22	Rev. Emily Gage
	July 29	Rev. Darrick Jackson, Assistant Director of UU Ministers Association
	August 5	Rev. Clare Butterfield, former UTUUC Community Minister
	August 12	Rev. Scott Aaseng, our Community Minister and Executive Director of UU Advocacy Network of Illinois, and Rev. Karen Mooney, Executive Director of the UU Prison Ministry
	August 19	Beloved Conversations---Rev. Alan Taylor and Rev. Emily Gage
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9am &	August 26	Homecoming Sunday - Rev. Alan Taylor and Rev. Emily Gage
10:45am		

Pastoral Care

Responsiveness to pastoral needs and personal crises is an important element of any religious community. It is our intent to fulfill these needs during Rev. Taylor's absence with the excellence and compassion our congregation has come to value.

During the sabbatical, Kellie Kelly, our Intern Minister, will serve as the **Sabbatical Pastoral Care Minister**. Kellie can be reached at 847-804-4614 or at kkelly@unitytemple.org. She is available to make home or hospital visits and to meet with people by request. Congregation members and friends may call her at any time. Messages will be responded to promptly.

Rev. Emily Gage, Minister of Faith Development, is also available in emergencies and will be working closely with Kellie. She can be reached at 708-848-6225 x 103.

Unity Temple's **Pastoral Associates** will continue to serve as always, making visits and telephone calls to congregants as requested. These volunteers have been chosen based on their competence, warmth, and sensitivity. Contact Kellie Kelly or a Pastoral Associate directly to request care. The Pastoral Associates can be reached at pastoralassociates@unitytemple.org. You may also contact our head Pastoral Associate, Kathy Clark at 708-218-4463. Here is a full list of our pastoral associates:

Kathy Clark
Jay Cohen
Diana Coates
Carol DiMatteo
Judy Gaietto-Grace
Alice Ocrey
Jay Petersen

Caring Team

The UTUUC **Caring Team** is available to provide tangible assistance to members such as transportation, meals, and odd jobs. If you or another member is in need of such assistance, please contact our Caring Team, coordinated by Tina Lewis. She can be reached at tlewis@unitytemple.org or 708-848-6225 ext. 102. You may contact the Caring Team members at caring@unitytemple.org. This mailbox goes to Tina Lewis, Vanessa Crowder, Marianne Zapotocny, Shirley Lundin, Aisha Ellis, and Leslie Bienz.

Rites of Passage

Rev. Emily Gage and Kellie Kelly will be available to perform rites of passage for active members---those who have signed the Membership Book and are currently pledging, as well as spouses and children of active members.

Wedding Ceremonies:

Services for Members: Please contact Rev. Emily Gage or Kellie Kelly.

Services for Non-Members: For non-members seeking an officiant, please contact Kellie Kelly.

Memorial Services:

Services for Members: The **Rev. Emily Gage** will officiate at members' services. Rev. Gage may refer memorial services to Kellie Kelly.

Services for Non-Members: For non-members seeking an officiate, please contact the rentals manager at rentals@unitytemple.org for what services we offer and the fees. Elizabeth Plummer can provide a list of qualified UU ministers in the area who may be able to perform a memorial service for non-members.

Dedications of Children:

Members: Rev. **Emily Gage** will officiate at our Child Dedication ceremony in May. All members who wish to have a child dedicated should contact her.

Outside of worship, special arrangements must be made with Kellie Kelly.

Administration

The Sabbatical Committee, Rev. Taylor, and the staff have been working together to assure that the administrative functions of the congregation will continue to function smoothly in Rev. Taylor's absence. Rev. Emily Gage, Minister of Faith Development, and Elizabeth Plummer, Director of Operations, will supervise the staff and co-chair the Administrative Team. They will also work closely with the Board of Trustees.

Questions about finances, operations, facilities, fundraising, communications, or other administrative needs should be directed to Elizabeth Plummer, Director of Operations.

Wednesday Reflections will resume after Rev. Taylor returns.

Sabbatical Committee

If you have comments or questions about the sabbatical, please email sabbatical@unitytemple.org or contact any member of the Sabbatical Committee:

Terry Kinsey (Chair), Shirley Lundin, Kathy Clark and Ellie Sharpe

Who Do I Contact When?

Any member of the staff can assist you or direct you to the appropriate person to answer your questions. But to get you there faster, here are some areas of operations about which questions are frequently asked, and which staff person can best help you. Contact information is provided below.

Adult Religious Education	Rev. Emily Gage, Minister of Faith Development
Annual Fund Drive	Elizabeth Plummer, Director of Operations
Budget and Finances	Elizabeth Plummer
Caring Team (see pg. 2)	Tina Lewis, Membership Director, or Caring Team
Children's Religious Education	Rev. Emily Gage
Church Rental	Elizabeth Plummer or Rentals Manager
Congregational Calendar	Tracy Zurawski, Finance and Office Manager
Facilities	Elizabeth Plummer
Financial Commitments	Tracy Zurawski
Joining the Congregation	Tina Lewis
Music and Choir	Marty Swisher, Music Director
Pastoral Care (see pg. 2)	Kellie Kelly, Sabbatical Pastoral Care Minister or Pastoral Associates
Publications	Elizabeth Plummer
Soul Connections	Tina Lewis

Contact Information

Rev. Emily Gage, Minister of Faith Development
egage@unitytemple.org :: 708-848-6225 x103

Tina Lewis, Membership Director
tlewis@unitytemple.org :: 708-848-6225 x102

Kellie Kelly Sabbatical Pastoral Minister
kkelly@unitytemple.org: 847-804-4614

Elizabeth Plummer, Director of Operations
eplummer@unitytemple.org :: 708-848-6225 x100

Marty Swisher, Music Director
mswiper@unitytemple.org :: 708-848-6225 x109

Tracy Zurawski, Finance and Office Manager
tzurawski@unitytemple.org :: 708-848-6225 x104

Caring Team - cares@unitytemple.org
Pastoral Associates - pastoralassociates@unitytemple.org
Rentals Manager – rentals@unitytemple.org
Sabbatical Committee – sabbatical@unitytemple.org