



Welcome!

Whether you prefer working with people or behind a computer, whether you have time to organize an event or make phone calls on a monthly basis – your skills and talents are both needed and appreciated at Unity of Walnut Creek.

This *Heart Volunteer Guide* will help you find how you can be of service to our spiritual community and the greater community. Feel free to call or email the contacts in this guide, or you can fill out a Volunteer Interest Form (available in the Book Center) to express your interest in finding a way to serve that suits your skills, time and desires.

Thank you for joining with us at Unity of Walnut Creek as we continue our spiritual journeys together, forming community and creating a more peaceful and loving world.

Heart Volunteer Guide



Table of Contents

Message from Rev. David	1
Children and Youth	
Lead Teachers and Assistants for Children’s Church	2
Integration Team Members.....	2
Children’s Curriculum Design Team.....	3
Child Care During Events	3
Mentors and Assistants for Children’s Service Projects	4
Mentor for Youth Rites of Passage	4
Share Your Talent! Share your Expertise! Guest Speaker/Teacher .	4
Website & Online Publicity/Outreach Support.....	4
General Help	4
Snacks	5
Create-Your-Own Volunteer Position	5
Communications	
Centerpoint Newsletter	6
Marketing Team	6
Web Communications	7
Community Life	
HeartMath© Study Groups	8
Heart Ministry.....	8
Heart Volunteer Team	9
Interest Groups.....	10
Rideshare	10
Small Groups.....	11
Special Events	11
Spiritual Education and Enrichment (SEE)	12
Spiritual Social Action	
Saturday Lunches for the Homeless	13
Warm Clothing Drive.....	14
Humanitarian Outreach	14
Environmental Stewardship.....	15
Peace Education.....	16



Table of Contents

Community Support	
Board of Trustees	17
Book Center	17
Curriculum Team	18
Facilities	18
Gratitude Team.....	19
Office Support.....	19
Presenters Team	19
Volunteer Leadership Council.....	20
Sunday Services	
Choir	22
Community Connection Hosts	22
Greeters and Ushers	22
Hospitality Team	23
Coffee and Refreshments	23
Music	24
Production Team	25
Technology	
Audio/Visual	26
Contact Database	26
Office Technology.....	27
Website and Online Technology.....	27



Message from Rev. David

Welcome to our guide to Unity of Walnut Creek's Heart Volunteer opportunities! As a Unity of Walnut Creek volunteer, you are invited to use your unique spiritual gifts while helping others in their spiritual growth. Your love and care help create the transforming consciousness that is so important in the work of our spiritual community and the larger Unity movement.

Each time someone feels your care, appreciation, understanding or joy, they are welcomed into Spirit's presence in a meaningful way. God touches people through your hands and nourishes understanding through your heart and supportive prayer. I am grateful that you are joining me to embrace and enhance our spiritual community where people can grow in their connection with God and humanity.



As you go about your tasks, please stop at times to feel appreciation for your part in God's work of blessing people. Look at those around you and feel deep appreciation. Recognize the beauty of each heart and you will find that your own heart is singing. Send your blessings and prayers to all working alongside you to make this Unity a spiritual beacon.

One of the greatest gifts you will express as a volunteer is your care. When helping someone, preparing a space or working with others, your feelings of care create a tangible flow of God's love to those around you. When you take that extra step to realize someone's need, you are expressing the divine sense that "I see you as a valuable being." Your sincere response, your care and compassion, clarity and integrity are the way God's love is brought into manifestation for other people.

Thank you for your care and service as a Unity of Walnut Creek volunteer.

With gratitude,
Rev. David McArthur
Senior Minister

You must be the change you want to see in the world.

Mahatma Gahndi



Children and Youth

Lead Teachers and Assistants for Children’s Church (all age levels)

Be a part of the children’s development. Inspire them and let them inspire you!

- Lead teachers/facilitators work with the youth education director to plan and lead the Sunday programs - 6 lead teachers needed (two for each age level).
- Assistants are needed on Sundays for 9:30 and/or 11:30 services to support the lead teacher, usually 2 times per month (once a month is possible, too).
- Adult in-room support. **Urgent. Light duty.** The PeaceMakers (middle school) need an adult to be present in the meeting room for insurance and legal purposes, as well as to support the children and instructor. Duties are light – upon instructor’s request, the support person may be asked to remove a boisterous child from the room for a "time out" or retrieve a child's parent from the sanctuary.

Normally, only your presence is required.

Training is available.

Age groups: Nursery (0 – 3 years, as needed), Peace Angels (3 – 8 years), PeaceMakers (9 – 13 years), Y.O.U. - Youth of Unity (13 – 18 years).

Integration Team Members

This team will create and implement various activities and strategies that inspire integration of children, teens, and adults. Help create a more inclusive, appreciative community and find ways to include the children in more of the wonderful activities at Unity. Possible activities might be multi-generational camping, picnics, plays or concerts. Also advise and consult with minister and board to increase the children’s connections during Sunday services in the sanctuary (e.g., child greeters, kids’ Daily Word, Uni-tube video production). Participation at regular meetings and some preparation at home required.

We request a commitment of one year, with the option to continue or move on at the end of a year.



Children and Youth

Integration Team Members (continued)

Positions available:

- Co-Leaders (2)
- Team Members
- Child Care Coordinator
- Events Liaison
- Survey Coordinator
- Information Table coordinator

Children’s Curriculum Design Team

This team will coordinate with the senior minister and youth education director and make recommendations to “crystallize” the Sunday children’s programs. The objective is to improve organization, structures and systems that support our heart-based, active-learning, cooperative program. Help recruit teachers/facilitators and assistants, refine the organization of the curriculum (i.e., the activities and lessons for the children) and set up schedules and systems that support the wonderful Sunday programs.

Regular team meetings for at least a year’s commitment.

Child Care During Events

Volunteers occasionally supervise or assist the supervisor when child care is offered for an event (such as a party or celebration, general meeting or Unity classes). We will have paid child care attendants for some events, and having volunteers available helps reduce our costs. Those who are not experienced in supervising children would always be paired up with an experienced supervisor. Materials and games are available from the Children’s Church supplies. Lead supervisors plan activities. Assistants can just come and support the lead supervisor.



Children and Youth

Mentors and Assistants for Children's Service Projects

For child-led acts of service, adults will mentor and guide older children and teens in choosing their own service projects, making preparations, raising funds and implementing their chosen projects. These projects stretch our children and help them find they can accomplish much more than they thought they could. They experience the joy of opening their hearts and expanding their minds to help those less fortunate. They also learn about leadership, cooperation, organizing, teamwork, finances and budget in a real-time, hands-on way.

Mentor for Youth Rites of Passage

This program is in development; check with Youth Education Directors Jeremy Branch or Lani Lee.

Share Your Talent! Share your Expertise! Guest Speaker/ Teacher

We invite you to share or teach the children or teens about your passion or area of expertise that is relevant to the children's spiritual and personal growth (one-time or occasional). A few examples: HeartMath®, yoga, meditation, drama activities and art therapy!

Website & Online Publicity/Outreach Support (occasional)

Help our youth get the word out on the internet and social media sites about our exciting programs, upcoming events and opportunities for service.

General Help

Be available or on call for help that might be needed (you would be free to say yes or no to any request). Might include setting up or assisting with special events and fundraisers (such as the Circulation Day rummage sale), purchasing supplies or materials needed (and be reimbursed), filling in for a teaching assistant on a Sunday, etc. This is a wonderful way to support the core children's leaders in their important work.



Children and Youth

Snacks

Purchase snacks for Sunday programs.

Create-Your-Own Volunteer Position

Let us know how you would like to help!

Contact for Children and Youth:

Lani Lee

lanil@unitycenter.net

(925) 937-2191

Contact for PeaceMakers:

Mike McGuire

mikendeb@astound.net

(925) 459-7174



Communications

Centerpoint Newsletter

- Label the monthly *Centerpoint* newsletter for mailing.
- Occasional collating and “stuffing” types of tasks for large projects.

Contact:

Charlene Balderston

Charlene@unitycenter.net

(925) 937-9121

Marketing Team

The Marketing Team educates the surrounding community about the Unity message, raising awareness and creating visibility of what we offer as a spiritual community.

Activities include:

- Define strategies and tactics to spread awareness of the Unity message.
- Create an annual marketing calendar.
- Assist other groups in publicizing Unity events.
- Inform the community that our facilities can be rented for weddings, receptions, memorials and other events.
- Develop and distribute brochures and flyers.
- Write news releases and distribute with follow up to the media.
- Post to social network sites and blogs.

Among the skills and talents needed are writing, designing graphics, making phone calls, developing relationships with local media, passing out flyers and having fun. Time commitment is flexible, according to task deadlines.

Contact:

Rev. Susan Galvan

susan.galvan@unitycenter.net

(925) 989-1078



Communications

Web Communications

There are numerous ways to help with our web presence. To remain relevant and informative, content must be constantly updated or added to:

- *Centerpoint* weekly e-newsletter. Note: Submissions of content for the emailed *Centerpoint* should be sent to Charlene Balderston at charlene@unitycenter.net two weeks in advance.
- Unity of Walnut Creek website and related sites.
- Social media and audio/video websites.
- Web-based publicity activities to enhance our website’s general visibility on the web and for search engine optimization.

Website conversion:

The Unity website will be transformed and converted to a new online software in 2012. During this process, we will need many extra volunteers to help transfer content from our current website to the new site. Primarily a copy-and-paste procedure, it can be done from your home computer. No advanced technological skills required.

Volunteers are needed for:

- Website Content Management.
- Website Content Editing.
- Web-based publicity.

Contact:

Norma Fox

normafox@hotmail.com



Community Life

HeartMath® Study Groups

Based on the research of the Institute of HeartMath, these study groups meet weekly to learn about the heart's intelligence and to practice living in their hearts.

Volunteers are need to:

- Co-facilitate groups – 7 or 8 month commitment per group.
- Put together group packets (a clerical support task).

Training is available.

Contact:

Ciel Gierke

ciel.gierke@gmail.com

Heart Ministry

Heart Ministers are an extension of our senior minister and play an important role in the lives of our congregants. Heart Ministers:

- Pray with those seeking prayer support after Sunday services.
- Make phone calls to pray with someone in need.
- Staff the welcome table every Sunday and pass out the Welcome Packets to newcomers.
- Visit the sick and homebound.
- Make hospital visits.
- Work with local hospices.
- Attend inter-faith group meetings as they feel called.
- Host the World Day of Prayer (September).
- Host a Prayer Vigil in November (Thanksgiving).
- Make connection calls to members of Unity of Walnut Creek to offer prayer or other support.
- Conduct the 8 a.m. meditation and service when the later services have a guest speaker.
- Conduct the meditation during Sunday services that are led by a lay guest speaker.



Community Life

Heart Ministry (continued)

- Read the Daily Word at Sunday services.
- Other duties upon request.

Those who feel drawn, called, or inclined to be of service to the Unity of Walnut Creek family as a Heart Minister must attend a 3-day training session held in January.

Contact:

Ciel Gierke

ciel.gierke@gmail.com

Heart Volunteer Team

The Heart Volunteer Team develops and trains volunteers at Unity of Walnut Creek. This is a nurturing team that supports existing volunteers, encourages and guides new volunteers, communicates volunteer opportunities, helps run Participation Day, and keeps track of volunteer skills, interests and experience. In doing these things, the Heart Volunteer Team assists our volunteers in intentional service and holds the vision of volunteering as a spiritual practice.

Volunteers are needed to:

- Be active members of the team
- Develop a Heart Volunteer Team manual and other materials
- Track volunteer interests

Contact:

Vicky Berry

vicky.berry@unitycenter.net

(925) 947-1264



Community Life

Interest Groups

As people come together and share common interests, deep and long-lasting connections often develop. Interest groups that have been active at Unity of Walnut Creek include those for women, couples, singles and men. Going forward, the groups will be defined and nurtured by your interests and passions.

Volunteers are needed to:

- Help form groups, establishing meeting times and structure
- Lead or co-lead the groups (training is available)
- Be active members

Contact:

Rev. Susan Galvan

susan.galvan@unitycenter.net

(925) 989-1078

RideShare

The RideShare program matches up drivers and people seeking rides based on location so that participants can share a ride *and* time together when traveling to Unity services, classes or events. Share the joy of the journey by signing up for a RideShare experience today.

To volunteer for RideShare, fill out the appropriate form (to be a driver or to request rides). We'll provide you with the contact information of other RideShare people in your area so that you can connect with them. RideShare forms can be picked up on the patio after services and in the Book Center.

Contact:

Joanne Cosgrove

wlbeing@aol.com

(925) 788-9790



Community Life

Small Groups

Small groups (of up to 8 people) meet regularly, following a set agenda to support each other, build relationships, minister to each other, explore and deepen spiritual awareness, and provide participants a safe place to share needs and concerns.

Volunteers are needed to:

- Help form groups and establish meeting times
- Be active members

Training is available.

Contact:

Rev. Susan Galvan

susan.galvan@unitycenter.net

(925) 989-1078

Special Events

The joy of dining, dancing and celebrating together is what Unity's Special Events are all about. Many also raise funds that help keep our spiritual community running.

Standing annual events include:

- Crab Feed (February)
- 4th of July
- Fall Fundraiser
- Thanksgiving Potluck
- Christmas Party
- Participation Day (twice each year)

Other special events may also be planned; past events have included weekend-long conferences and visits by monks.



Community Life

Special Events (continued)

Volunteers are needed to:

- Lead or co-lead events
- Publicize events to Unity and the outside community when appropriate
- Head up various teams: food, decorating, set up, clean up, auction items and check-out when applicable, ticket sales and registration, etc.
- Assist team leaders in planning, communicating and gathering supplies
- Day of tasks such as set up, decorating, clean up, etc.

Contact:

Rev. Susan Galvan

susan.galvan@unitycenter.net

(925) 989-1078

Spiritual Education and Enrichment (SEE)

To bring Unity foundation courses to Walnut Creek, we are hosting *Spiritual Education and Enrichment (SEE)* conferences in August 2012. The purpose of hosting SEE is to bring outstanding teachers from Unity Village to offer Unity classes to our spiritual community. The courses of Unity's "Spiritual Development Program" can be taken with or without credit. Because the courses are prerequisites for the Licensed Unity Teacher and Ministerial programs, the members of Unity of Walnut Creek will be supporting participants from throughout our region.



Community Life

Spiritual Education and Enrichment (SEE) (continued)

Volunteers are needed for:

- Marketing
- Technology
- Hospitality/hosting
- SEE week Volunteer Coordinator
- Set-up/Clean-up
- Registration
- Class assistants

Contact:

Jeanne Fuson

Fewsons2@gmail.com

Spiritual Social Action – Saturday Lunches for the Homeless

Bag lunches are prepared the first three Saturdays of each month from 9 a.m. to 11 a.m. in the CommUnity Room kitchen (except when preempted by a special event). The meals are delivered to the North Concord Shelter and the Phillip Dorn Respite Center.

It takes approximately two hours to set up, make the lunches and clear up, depending on the number of volunteers participating (typically 4 to 6). Team members self-select to handle specific tasks (e.g., making sandwiches, packing meals, clean up, etc.).

Many of the volunteer team members purchase and contribute food items as coordinated by the team leader. However, a financial contribution is not required to participate, and upon request Unity will reimburse a volunteer for the cost of the food. Typically the team leader delivers the meals to the shelter or respite center.

Contact:

James Choate

Jameschoate@sbcglobal.net

(925) 735-1421



Community Life

Spiritual Social Action – Warm Clothing Drive

Donated warm hats, gloves, socks, coats and McDonald’s gift cards are collected to distribute among the homeless at Christmas time.

Volunteers are needed to:

- Coordinate the promotion, collection and sorting of donations from October through December
- Distribute items on or around Christmas to homeless neighbors at shelters, under local bridges, in local homeless “tent cities,” etc.

Contact:

James Choate

Jameschoate@sbcglobal.net

(925) 735-1421

Lani Lee

lani@unitycenter.net

(925) 936-2191

Spiritual Social Action – Humanitarian Outreach

In addition to lunches and warm clothes for the homeless, Unity participates in other programs to support our local community. Information on these and additional service opportunities in the community can be found in the *Spiritual Social Action Resource Manual* available in the Book Center.

One such program is the Monument Crisis Center, which provides food, education, assistance and referrals to families and individuals in crisis, and promotes awareness of needs and resources for at-risk and low income people in Contra Costa County. A food barrel is located outside the Book Center; volunteers are needed to transport food to the Center every one to two weeks.



Community Life

Spiritual Social Action – Humanitarian Outreach (continued)

Contact:

- Monument Crisis Center: Gretchen Miller at (925) 408-8414
- Food Drive Barrel: Tammy VanTuyl at (417) 343-2950
- Unity Member Care Team (which includes the RideShare program described above): Joanne Cosgrove at wlbeing@aol.com or (925) 788-9790

Spiritual Social Action – Environmental Stewardship

To foster awareness of our spiritual oneness with our Earth home and to promote active care of creation, Unity is implementing:

- The comprehensive EarthCare program developed by Unity Worldwide Ministries.
- A local watershed restoration program.
- Awakening the Dreamer support group.
- Environmental Audit for Unity of Walnut Creek.
- Speakers and special programs.

Volunteers are needed for watershed restoration days. Join with a group of local residents in Martinez at Strenzel Meadow from 9 to 11 a.m. on Saturdays to help restore the meadow with native plants to improve drainage and restore natural habitat. This event is usually held on the 1st and 3rd Saturdays each month.

Contact:

Norma Fox

normafox@hotmail.com



Community Life

Spiritual Social Action – Peace Education

Unity promotes a culture of peace in the world through support of the Academy for Peace Costa Rica, the teachings of HeartMath© and BePeace, and the Season of Nonviolence.

Volunteers are needed to:

- Market our peace programs to the greater community.
- Support BePeace workshops and trainings (e.g., publicity, set up, refreshments, clean up, etc.).
- Coordinate participation in Season of Nonviolence from Jan. 30 to April 4.
- Assist the Season of Nonviolence coordinator in posting activities to the web, publishing materials and working with the ministry to create motivational programs in support of SNV.

Contact:

- BePeace: Jackie McClory at carrotlvr@sbcglobal.net.
- HeartMath and Season of Nonviolence: Rev. David McArthur at david@unitycenter.net or (925) 937-2191.



Community Support

Board of Trustees

The purpose of the Board of Trustees is to uphold the vision and spiritual purpose of Unity of Walnut Creek. Consisting of the minister and nine members elected by the membership, the Board is responsible for the finances and policies of our spiritual community.

Three Board members are elected each year at the annual meeting for a 3-year term. To be eligible to be elected to the Board, nominees must have been a member of Unity of Walnut Creek for at least one year. The Board meets monthly, on the fourth Wednesday of the month, and invites all who are interested to attend.

Three advisors to the Board may be appointed by the Board President at the beginning of each year for a one-year term.

Contact:

Mike McGuire
mike.mcguire@unitycenter.net

Book Center

The Book Center offers a comfortable reading room with chairs, tables and a deck; a wide selection of books, videos and gifts for purchase on Sundays; a book and video lending library (2 weeks checkout); and welcoming volunteers. Retail sales on Sunday are from 9 a.m. to 1:30 p.m. Sales Monday through Thursday are handled by the Book Center volunteers from 10 a.m. to 5 p.m.

Volunteers are needed for:

- Sunday Sales – Retail sales can be intense. It's helpful to be computer savvy and a people person.
- Weekday Reception – It's helpful to have phone and computer skills and to be a people person.



Community Support

Book Center (continued)

Contact:

Barbara Cain

Barbaralcain@hotmail.com

(925) 937-2191

Curriculum Team

The Curriculum Team plans the weekly day or night classes held at Unity of Walnut Creek. The classes consist of 8-week sessions in the fall, winter and spring, and two 4-week sessions in the summer.

The team needs new members intermittently.

Contact:

Jeanne Fuson

Fewsons2@gmail.com

Facilities

Volunteers work with the facilities coordinator to care for our grounds, creating safe, beautiful facilities for all to enjoy.

Volunteers are needed for:

- Maintenance/fix-it helper as needed.
- Monday or Wednesday cleaning, especially the kitchen and windows.
- Monday or Wednesday setup of Family Room for group meetings.
- Monday or Wednesday sweeping of sandbox and gathering toys.

Contact:

Charlene Balderston

Charlene@unitycenter.net

(925) 937-9121



Community Support

Gratitude Team

We want to re-start the Gratitude Team! This team sends personal thank you letters to team members and individuals who have given their time, talent and/or treasures to support Unity of Walnut Creek.

Volunteers are needed to:

- Meet as a team to draft letters using a guide.
- Help select individuals for correspondence.
- Donate cards and postage, or can be reimbursed by submitting receipts.

Contact:

Jeanne Fuson

Fewsons2@gmail.com

Office Support

Volunteers are sometimes needed to support the ministerial assistant with office tasks such as typing, filing, collating, folding, labeling, etc.

Contact:

Patricia DeMichele

patricia@unitycenter.net

(925) 231-1961

Presenters Team

The Presenters Team meets with the senior minister every four to six weeks as needed to schedule speakers and workshops at Unity. Information provided by potential candidates is reviewed and the candidates are interviewed to determine appropriateness.



Community Support

Presenters Team (continued)

Once a presenter is selected, a member of the team is assigned as the contact person who arranges date(s), times and logistics involved with the presentation and/or workshop. On the day of the workshop, the contact person and as many team members as needed set up the event and see to the needs of the presenter and attendees.

- New team members are needed intermittently.
- Volunteers are needed to help with registration when tickets are required for attendance, or when materials need to be handed out.
- Volunteers are needed to set up and take down snacks for any day-long workshops.

Contact:

Eileen Weiler

eileenweiler@yahoo.com

(925) 693-0260

Volunteer Leadership Council

This council meets monthly to discuss achievements, progress and challenges of the many Unity of Walnut Creek programs, teams, and groups. The council's purpose is to create a sacred space grounded in Spirit, for open hearts and minds to join in voicing, listening to and guiding volunteer efforts.



Community Support

Volunteer Leadership Council (continued)

The council develops strategies for the coordination of efforts of our volunteers and for greater communication across all functions. If you have suggestions, ideas, concerns or issues, bring them to the Council member who represents your program, team or group:

- Board of Trustees: Mike McGuire and Ciel Gierke
- Children and Youth: Mike McGuire
- Curriculum Team: Ciel Gierke and Bill Schramer
- HeartMath Program: Ciel Gierke
- Heart Ministry: Ciel Gierke
- Healing Ministry: Charles Paduano and Ciel Gierke
- Heart Volunteer Team: Vicky Berry
- Host Team: Charles Paduano
- Interest Groups, Small Groups and Special Events: Rev. Susan Galvan
- Marketing Team: Rev. Susan Galvan
- Presenters Team: Rev. Susan Galvan
- Rideshare and Spiritual Social Action: Joanne Cosgrove
- Staff and Ministry: Rev. Susan Galvan
- Technology Team: Bill Schramer, Charles Paduano and Vicky Berry

Contact Unity at (925) 937-2191 for phone numbers or email addresses of the council members.



Sunday Services

Choir

The Joyful Noise Choir is an active, fun, dedicated group of people who love music. The choir performs the third Sunday of every month at the 9:30 a.m. and 11:30 a.m. services (with a recess in July and August). Practice is weekly on Thursday nights. Open to all who love to connect with fellow music lovers and have fun.

Contact:

Rev. Sheila Gautreaux
sheila@spiritawakened.com

Community Connection Hosts

Our Host Teams serve together to ensure that those who join us on Sundays have a warm and welcoming experience from the time they arrive until they leave. Hosts assist, give directions, answer questions and create a hospitable and loving environment.

Contact:

Suzanne Perry-Paige or any of the team leaders listed below
perry-paige@comcast.net
(925) 689-8944

Greeters and Ushers greet congregants as they arrive, hand out Sunday bulletins, provide nametags, give gifts to first-time visitors and pass the offering baskets during the service. At the end of the service, they invite congregants to mingle on the patio or in the CommUnity Room.

Contact:

Mike McGarvey
mikemcgarvey@sbcglobal.net
(925) 798-7141



Sunday Services

Community Connection Hosts (continued)

Hospitality Team members help congregants connect into the many available classes, groups and other offerings at Unity. Team members are available between Sunday services to introduce congregants to one another, show newcomers around the facilities, and escort newcomers to the welcome table where they will be given information about Unity as well as small groups, interest groups, classes and volunteer opportunities. The goal is to help each one feel at home.

Contact:

Suzanne Perry-Paige or Jack Shaffer
perry-paige@comcast.net or jackshaffer@comcast.net
(925) 689-8944

Coffee and Refreshments: This important volunteer service needs a team to support it. By providing coffee, tea and refreshments, this team will nurture the invitation for people to stay after each of the services and become connected with members of our spiritual community. Do you love to bake goodies? Do you have fruit trees and end up giving fruit away? Are you willing to donate refreshments once in a while?

Volunteers are needed once a month or more often to:

- Coordinate Sunday morning refreshments.
- Set up the table.
- Keep the table stocked throughout the morning.
- Clean up.

Training will be provided.

Contact:

Vicky Berry
vicky.berry@unitycenter.net
925-947-1264



Sunday Services

Music

Music is an integral part of the message and experience of Sunday services. It takes a talented team of people to support the music ministry.

Volunteers are needed to:

- Provide lyrics in jpeg file to the technical team each Sunday.
- Help report copyrighted music use.

Positions needed:

- Assistant Music Director or team member – Help with bookings, support of talent and staff, and develop and market events and programs.
- Music Ministry Outreach Coordinator – Develop collaborative efforts with senior, hospice and like-minded organizations to work with the healing power of music.
- Musician/Song Leader – Facilitate the development of fellow musicians at UWC.
- Musical Special Event Coordinator - Develop and coordinate special events.

Contact:

Meghan Diamond

unitymusicdirector@yahoo.com



Sunday Services

Production Team

The Production Team supports the production aspects of Sunday services and special music events including technical design and planning of sound, lighting and staging.

Volunteers are needed to serve as:

- Intern Stage Managers
- Sound Technicians
- Videographers
- Switchers

Contact:

Annie Love-Villiers and Alan Villiers

msannielove@yahoo.com



Technology

Audio/Visual

The high quality of our audio/video and broadcast technologies brings a rich and powerful experience to people attending Sunday services and events in person and online.

Volunteers are needed to serve as:

- Sound Engineers
- Videographers
- Video Switchers
- Internet Broadcasters
- Chat Moderators

Contact:

- Sound engineer: Jack Nichols at jack.nichols@unitycenter.net
- Videographer: Peter Weiler at apweiler@yahoo.com
- All others: John Nichols at john.nichols@unitycenter.net

Contact Database

Unity's online contact database is based on the popular CiviCRM solution. The database is being cleansed and prepared to be leveraged for mass mailing, tagging, and establishing groups.

Volunteers are needed for:

- Database clean up
- Mailing label creation
- CiviCRM Administration

Contact:

John Nichols
john.nichols@unitycenter.net



Technology

Office Technology

The Technology Team is responsible for all back-office systems, including servers, data storage, phones and systems administration. Unity of Walnut Creek uses state-of-the-art solutions, including Windows 7 desktops, Windows 2008 R2 Servers and Voice Over IP phones.

Volunteers with experience are needed for:

- Desktop Support (Windows 7 and OSX)
- Phone Support (VOIP, iPhone)
- System Administration (Windows Server 2008 and Linux)
- Network Administration

Contact:

John Nichols
john.nichols@unitycenter.net

Website and Online Technology

The Unity of Walnut Creek website is expected to go through a major transformation in 2012. The conversion provides opportunities to participate in reviewing and transferring content to the new site (see "Web Communications" in the Communications section) and to provide ongoing maintenance to both the existing site and the new site.

We also have an extensive suite of online technologies, such as Google Apps, Microsoft Live@Edu, CiviCRM, Drupal, Wordpress, and MySQL.



Technology

Website and Online Technology (continued)

Volunteers with technology skills are welcome to join us in this exciting undertaking.

- Web Development (HTML, CSS, mobile solutions, Javascript, PHP)
- Hosting Management (DNS, email, WordPress, Drupal)
- E-Commerce Solutions (Paypal, Quickbooks)
- System Administration (Linux)
- Database Administration (MySQL and MS-SQL)
- Quality Assurance/Testing

Contact:

John Nichols

john.nichols@unitycenter.net

Heart Volunteer Guide - Version 2

Unity of Walnut Creek
1871 Geary Road, Walnut Creek, CA 94597
(925) 937-2191
www.unitycenter.net