



**HOW WE GET THINGS DONE—
TOGETHER!**

WELCOME 2026

**WEDNESDAY, SEPTEMBER 30, 2026
6:30–8:00 PM | ZOOM**

**Rev. Jacqueline Brett
Rev. Daniel Trollinger
Shawn Trimble**



AGENDA

- **Welcome & Opening Words**
- **Annual Vision of Ministry**
- **Strengthen your Group**
- **Leadership Tool Box**
- **Rooms @ ERUUF: Process & Policies**
- **Promoting Your Events**
- **Questions & Closing**

ICEBREAKER

- In the chat, share one word that describes your group's spirit this year!
- Let's warm up the Zoom room and celebrate what's alive in our groups.

ERUUF'S 2026-27 ANNUAL VISION OF MINISTRY

Rev. Jacqueline Brett

*Annual Vision of Ministry
2026-2027*

*In this year of discernment and reflection,
we remain a spiritual oasis.*

*Ministry belongs to all of us:
we joyfully tend the welcoming hearth with a
foundational commitment
to diversity, equity, and inclusion.*

*And, we go out into our broader community,
living our values by honoring what's come before
while meeting what this moment requires of us.*

STRENGTHEN YOUR GROUP

- **succession planning**
- **term limits**
- **collaboration**

LEADERSHIP TOOLBOX

Rev. Daniel Trollinger

LEADERSHIP TOOLBOX

- Your guide to getting things done—with grace and support.
- Leadership Toolbox:
eruuf.org/operations-and-policies/leadership-tool-box
- Sponsoring an Outside Group
- E-News Submission Form

ROOMS @ ERUUF

Shawn Trimble



Steve Bader
Administrative Assistant



Shawn Trimble
ERUUF Administrator



Ed "Word" Gerhardt
Facilities Assistant



Michele Sager
Executive Assistant



Michael Gilbert-Singletary
**Director of Membership
Development & Communications**

Staff

STEVE BADER
Administrative
Assistant

Office support

- Creates warm and welcoming environment
- Office Email MGR
- Enews proofreader

Rooms/Internal request support

- Monitors meeting rooms for supplies
- Key distribution

External Rooms/rental support

- Rooms/contract mgr
- Site visits
- A/V Orientations
- Monitors compostables

Memorial garden/process support

Worship support

- Tech team (broadcast Specialist)
- Broadcast OOS
- Back up worship/internal set up support

SIIFAN HIRPA
AV Tech & Office Support
Assistant



Office support

- Welcome letters
- Visitor name tags
- 7/10 Day Forecast/Posts
- Monitors tabelcloths
- Back up worship/internal set up support
- Backup enews layout support

Worship Support

- Sunday tech team Support
- Backup worship slides support
- Tech team (media specialist)
 - Media OOS
 - Media technician
 - Broadcast/media technician
- Lead special events tech/Sound support

REV. BRETT
Lead Minister

REV. TROLLINGER
Executive
Minister

REV. LEWIS
Minister of
Lifespan Faith
Development and
Pastoral
Care

**WENDY
LOOKER**
Music Director



**CLARISSA
HARRIS**
Justice
Coordinator

**KINSEY
MORITZ**
RE Coordinator

**GABBY
CASINI**
RE Assistant

SHENG YANG
Bookkeeper

2026-27 OFFICE **ROLE** ROAD MAP

SHAWN TRIMBLE
Office Administrator



- Office administration
- Worship Producer
- Tech team/A/v mgr
- Internal/External Rooms mgr
- Event planning support
- Onsite after hour contact
- Facilities/Janitorial mgr
- Emergency response team
- Volunteer community engagement liason
- Staff partner:
 - Library
 - Garden team
 - Art Gallery
 - Grounds
- Senior staff member



ED GERHARDT
Facilities Operations
Assistant



- Facilities Support
- Janitorial support
- Worhip/internal events set up support
- Recycling/waste mgt
- Grounds Team



MICHAEL GILBERT-SINGLETARY
Director of Membership
Development &
Communications



Membership Development

Communications Support Component:

- MyERUUF Resets/ Breeze updates
- Web calendar updates
- Weekly Enews Communications
 - Creation of rsvp forms for Enews
- Social MEDIA engagements
- Worship Service platform edits
- Photo manager
- Senior staff member

MICHELE SAGER
Executive Assistant

- Executive assistant
- Rev Jacqueline/ rev Daniel Calendar mgr & special Projects
- Worship support
- Graphic designer
- Enews designer
- Website updates
- Staff emails
- Leader list
- Holiday production schedule



VOLUNTEERS & CONTRACTORS

- Office support
- Facilities support
- It/tech support
- Special projects
- Pew Straightening
- Sanctuary Plants



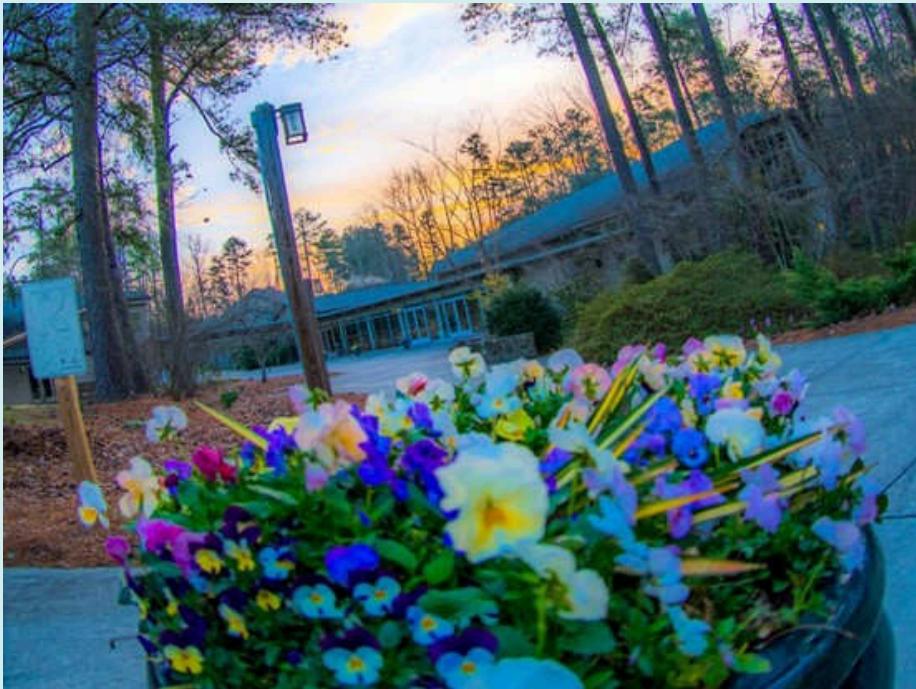
#OFFICESASSISTANCE

- Front Line Support Team
- Administrative Support
- Manage Calendars
- Internal/External Events
- ENews Communications
- Worship Support
- Congregational Awareness Engagement



#MEETINGSPLACE

**SANCTUARY
CHAPEL
MUSIC ROOM
MEMORIAL GARDEN
FELLOWSHIP HALL
COMMONS ROOM
ROOM 1
ROOM 3
ROOM 4/5
ROOM 7
LIBRARY
NURSERY
ROOM 15
FAMILY PRESCHOOL**



[ROOMS.ERUUF.ORG](https://rooms.eruuf.org)

ROOMS@ERUUF

#MEETINGSPLACE

ZONE 1 (FELLOWSHIP HALL AWNING AREA)

ZONE 2 (SANCTUARY/BREEZEWAY AREA)

ZONE 3 (FELLOWSHIP HALL PICNIC AREA)

ZONE 4 (CARE BUILDING PICNIC AREA)

ZONE 5 (FIRE PIT/SANCTUARY TRAIL AREA)

ZONE 6 (REAR PARKING LOT AREA)

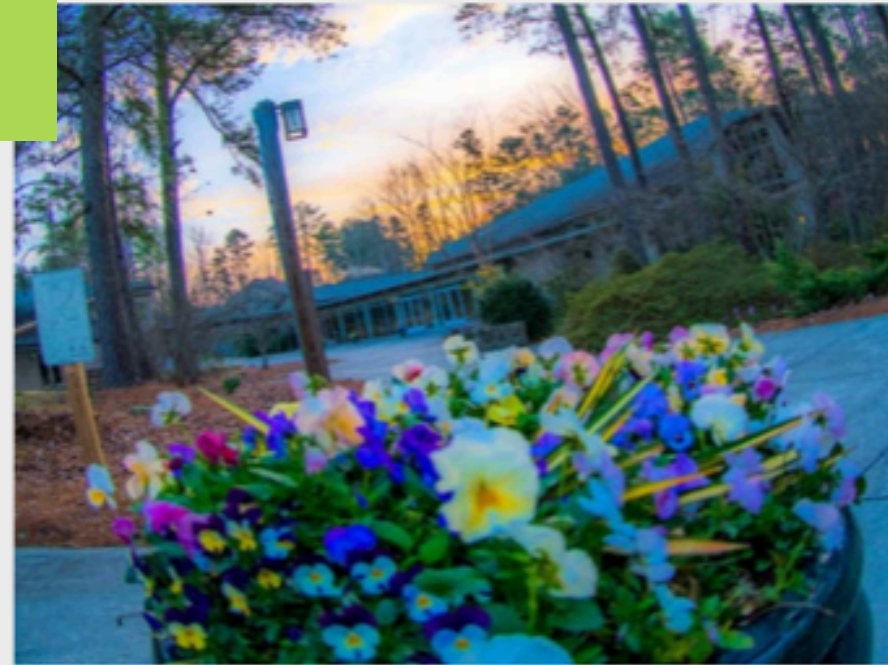


#THEPROCESS

- **Posted Google Calendar**
 - internal ERUUF events
 - external events
- **Web Calendar**
 - ERUUF events
- Not listed could be:
 - special requests
 - pending requests
- www.eruuf.org



Rooms at
ERUUF



Welcome

to the room reservation process. Planning an event can sometimes be overwhelming. But we are here to help!

We have meeting and event space for members, private groups and non-profits. Our rooms are available for day or evening meetings, workshops, receptions and events.

#DID YOU KNOW

- **Total Rental Income, 2027 ~\$90,000**

Internal vs External Rentals

- Internal (60%): ERUUF groups, worship, RE, internal programming
- External (40%): Family preschool, music orgs, camps, homeschoolers, Duke



Request type: ERUUF group or team

Dates: 10/23/2025

No web calendar event needed

www.rooms.eruuf.org

Date added 2025-09-16 12:50:50

Submission ID 5375

Contact Info

Your Name James Lewis

Your Phone ~~415-1852-155~~ 01

Email jlewis@eruuf.org

Group? ERUUF group

Group Name UU Wellspring Group B

Person Responsible

Person's Name 02

Email Address

Phone

Mailing Address Line 1

Mailing Address Line 2 02

City

State NC

Zip Code

ERUUF web calendar event (see below)

Date added 2025-09-25 12:12:19
Submission ID 5387

Contact Info

Your Name Evelyn Studer
Your Phone ~~XXXXXXXXXX~~
Email estuder@nc.rr.com
Group? ERUUF group
Group Name Pride+

Person Responsible

Person's Name
Email Address
Phone
Mailing Address Line 1
Mailing Address Line 2
City
State NC
Zip Code

Dates and Times

Type of event(s) Meeting

to msager, Michael, bcc: me ▼

Greetings Michele,

I hope you are having a wonderful day! Thank you for submitting your room request.

You are all set for your **Solstice Service** on **December 20**. The **Sanctuary** is now being reserved for

Michael Gilbert-Singletary will add your event to the web calendar and send you the link.

- IF needed, please schedule an A/V orientation or to pick up a key from me **within 2 weeks**
- If you plan to publish an announcement in E-News, please fill out the [Submission Form](#). If you have any further changes, email the E-News team at enews@eruuf.org.
- Please familiarize yourself with the [ERUUF Guidelines for Waste Reduction, Waste Management, and Recycling Up](#)
- Please review [ERUUF's COVID Updates](#).
- Wifi: **Campus ERUUF** | Password: **sanct497**

Important Notes

- While we have many parking spots on campus, it is good to communicate with your group about parking, especially if you have a large expected attendance or if another event is happening on campus. Reach out to the [ERUUF Office](#) for assistance.

Before-You-Leave Checklist

Please review and share this important checklist with members of your team. Together we can keep our

- Please return all furniture/chairs/tables to designated [“room neutral”](#) positions in the appropriate
- Turn off lights, appliances, and other equipment.
- If adjusted, reset AC/heat settings according to instructions posted at the thermostats.
- **Please wash any dishes left from your meeting.**
- Leave the room at least as clean as you found it.
- If your trash is more than what will fit in the small receptacles, please gather and bring it to the c behind the Fellowship Hall.
- Return any building keys that you are no longer using to the office.
- Optional return for CARE Building keys: There is a safe drop box in the CARE Bldg. kitchen, mo refrigerator; be sure and include your organization’s name when leaving keys in the drop box.
- Building Lockup: Close and lock windows. If you are the last to leave the building, turn off the ha Fellowship Hall, and CARE Building doors (hex key for inside panic bars stored in the upper cor
- **Report any room conflicts, damages, or suspicious activity to office@eruuf.org.**

Please let me know if you have any questions or if I can be of further help. Thank you.

For Justice,

Steve Bader (he/him)

Administrative Assistant; sbader@eruuf.org

Eno River Unitarian Universalist Fellowship (ERUUF)

919-489-2575

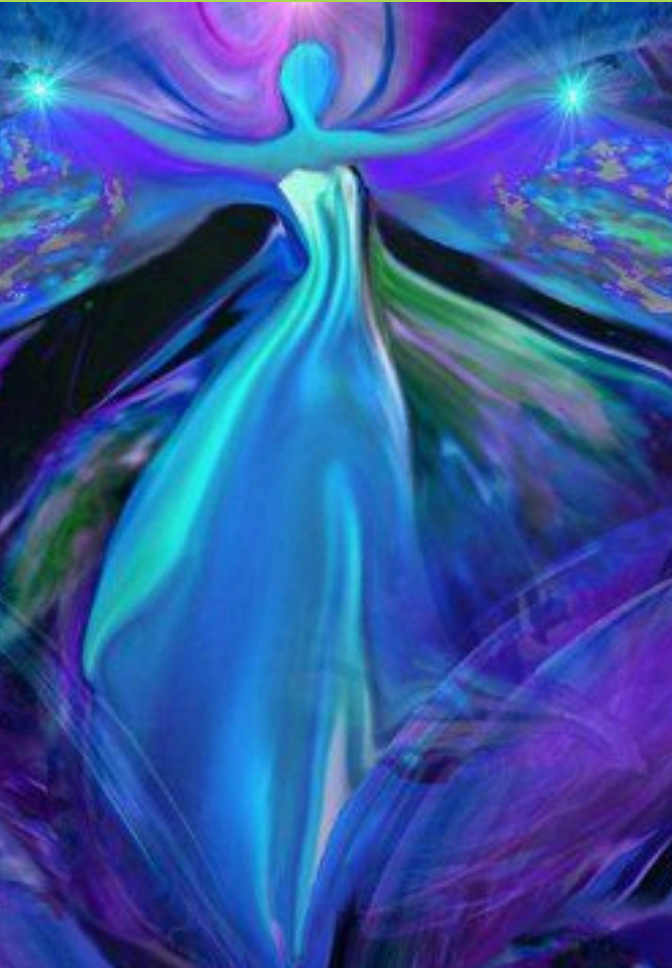


#BESTPRACTICES

- 
- Do request a room for your meeting
 - Do plan ahead and get request in early
 - Use the E-news submission form!!
 - Let us know if you want to push your event out on social media. (ERUUF events get special focus; non-ERUUF events get focused on private FB group)
 - Do factor setup/cleanup time
 - Do understand that RE, Adult Programs, and Fellowship Hour are priorities on Sunday
 - Do know that conflicts/overlaps happen and you could be asked to shift (Early Voting, Summer Camps, Special Events, etc)
 - Do consider parking attendants

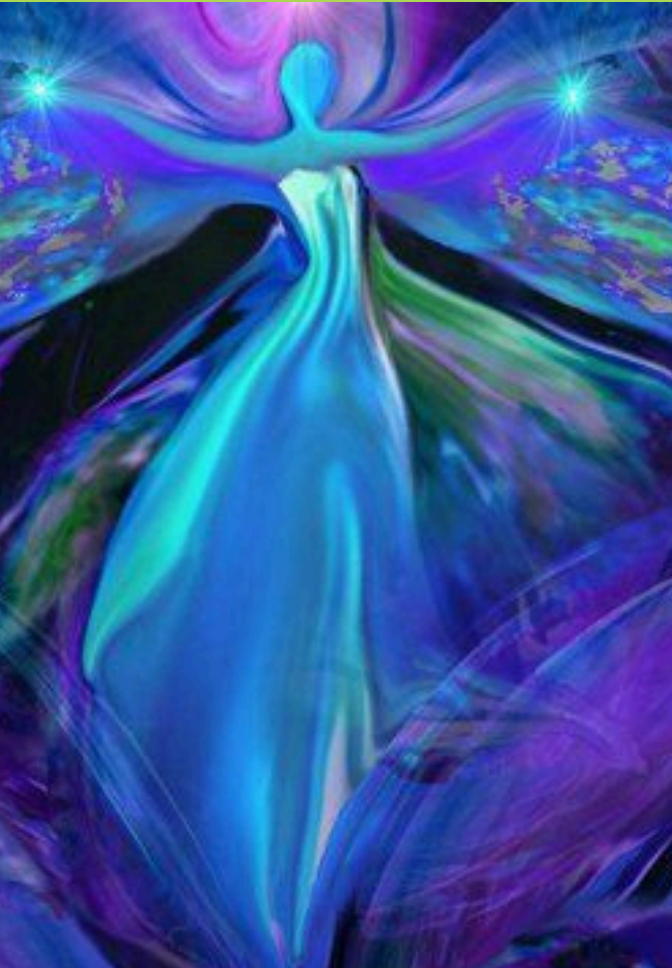


#ROOMUSEPOLICIES

- 
- Room Neutrality is Important
 - Please clean your Meeting Space
 - **Wash your dishes**
 - Turn off Lights
 - Discard Trash
 - Consider Waste Reduction
 - Lock up
 - Return keys to Office
 - Glitter free zone



#LASTBUTNOTLEAST

- 
- The office can create RSVP forms
 - A/V and multiplatform Orientations are available by appointment
 - If you cancel a meeting, please let the office and enews team know
 - flyers are not created by the office
 - Report any challenges or suspicious activity to office@eruuf.org

#PROMOTING YOUR EVENT/MEETING AT ERUUF

STAFF PARTNER

Have you shared your idea to gather with your staff partner? Visit the Leader Contact List, connect, and be amazed: <https://www.eruuf.org/leader-list/leader-contact-list.html>

ROOMS REQUEST

Submitting a rooms request is your first step towards promoting your event/meeting at ERUUF: rooms.eruuf.org/request-a-room.html

After you receive confirmation that your request has been approved, you are ready to lean in to the many possibilities...

WEB CALENDAR

Publish your event/meeting on the ERUUF web calendar. After you receive your confirmation, send the details and description of your event to jfelheim@eruuf.org. John will use this information to create a calendar listing. Consider sending an image and by all means create an inviting description.

ENEWS

With over 1400 subscribers, the weekly e-news is published every Friday at 7:00 am. The deadline for e-news submissions is Wednesdays at noon. Email your submission and eye popping image or announcement to bulletin@eruuf.org.

TABLING

Tabling in the Fellowship Hall after Sunday's service is a great way to connect with folks who may be interested in signing up to attend your meeting/event. Bring your flyers and other helpful information. Setting up and breaking down is up to you, but there's usually someone around to help.

BULLETIN BOARDS

Add your flyer or note to the free standing Opportunity Board in the Fellowship Hall. Also, let the office know, but we may have space on the board outside the CARE building. Be creative!

WORD OF MOUTH

Shhhhh...
We are a growing community and word travels fast!
Get the word out and don't be shy.

SOCIAL MEDIA

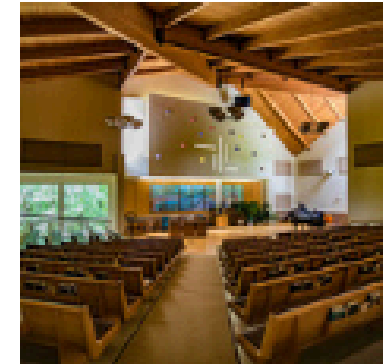
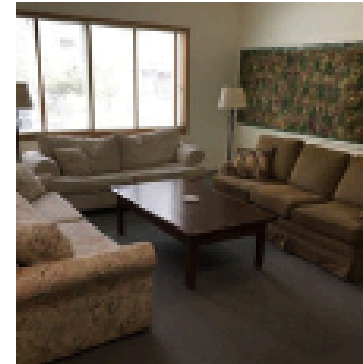
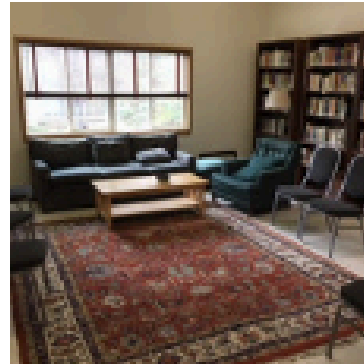
If you are on social media, you can share events/meetings to your circle of friends from the ERUUF web calendar or enews publications. If you have joined the Facebook group page (<https://www.facebook.com/groups/60960605253/>), you can also share your approved posts.

GOOD ENERGY

Keep bringing your good energy and folks will continue to gravitate to you. Keep shining!

ENO RIVER UNITARIAN UNIVERSALIST FELLOWSHIP
4907 GARRETT ROAD DURHAM, NC 27707
919-489-2575

THANK YOU



Thank You

FROM THE ENO RIVER UNITARIAN UNIVERSALIST FELLOWSHIP