

Jefferson Unitarian Church
Space Utilization Plan - Commons Areas
managed by JUC ministers and staff

Following elements are intended to meet the greatest number of perceived needs and requests from a growing congregation with an ever-expanding activity program:

1. The **north commons room** is intended to serve as a gathering/socializing area on Sunday mornings and as such will remain free of committee information and/or sales tables. Exceptions will be made for these specific events: Auction, Pledge Campaign, and photo directory.
2. The **well-lit wall behind the Welcome Table** will serve as a literature center and a comfortable place for newcomers to gather on Sunday mornings and learn about Unitarian Universalism and JUC activities. The **newcomer's nametag cabinet** will remain in this location.
3. The **round nametag stand for members** will remain just inside and to the left of the entryway.

Bulletin board space will be allocated as follows:

4. The "**Activities This Week**" board is mounted on the wall to the left of the men's restroom.
5. The wall around the corner (on the way out the back patio door) is shared 50/50 by the Pastoral Care and Membership Groups. On the right end of the Encounter, space is provided to give members the opportunity to write cards of care and concern, which can be left in a basket to be mailed by the church office. A church directory will sit on the counter for member use. The digital photo frame sits on the left of the Encounter and is maintained by the Public Relations Group. JUC-sponsored events can place flyers on the Encounter.
6. The **SRC bulletin boards** are mounted on the back of the old fireplace wall (internal wall between south and north commons). On Sunday mornings, three 4-foot information tables can be arranged in this area. Their use is reserved through SRC.
7. The **Sign Up Site** at the top of the stairs is for all "signup activity" including LEAP classes, Path to Membership, Sunday Morning Shared Ministry, Fellowship Dinners and JUC activities that require a sign up. This space is not intended for posting flyers.
8. The **Community News** bulletin board is for general information such as MDD posters, as well as appropriate community news. The office will be responsible for maintaining this bulletin board.

On Sunday mornings:

9. There will be space for committees to set up tables in the south commons to promote special events, sell grocery cards, etc., **along the wall of windows from the back patio door to the kitchen**. Tables can be reserved through the Director of Congregational Engagement. When other groups are not using tables, SRC will be given an opportunity to use the tables, but must utilize the same reservation process. Table arrangement will include one 6-foot table placed by the angled window and six square tables along the longer window area.
10. The **quilt frame** will be located along the stair rail (east side).
11. A **coffee/tea condiment table** will be located below the north kitchen pass through.
12. The **children's snack tables** will be located to the side of the stair rail.
13. The **remote TV and chairs** will be in front of the brick wall (to the right of the SRC bulletin board).
14. Restricted use tables as assigned by the office.

The **patio** can be used on Sunday morning, but should be reserved through the church office.