



HOW WE GET THINGS DONE—TOGETHER!

WELCOME 2025

**WEDNESDAY, OCTOBER 29, 2025
| 6:30–8:00 PM | ZOOM**

**Rev. Daniel Trollinger
Shawn Trimble**



AGENDA

- **Welcome & Opening Words**
- **Annual Vision & Strategic Plan**
- **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 VISION FOR 2025

- **Inspire: Deepen spiritual growth and shared purpose.**

- **Connect: Strengthen community through small groups and ministries.**

- **Engage: Partner with the larger community in service and justice.**

- **Sustain: Support systems, volunteers, and staff that make it possible.**

LEADERSHIP TOOLBOX

- **Your guide to getting things done – with grace and support.**

- **Leadership Toolbox:**

eruuf.org/operations-and-policies/leadership-tool-box

- **E-News Submission Form**



Steve Bader
Administrative Assistant



Shawn Trimble
Administrator



Ed "Word" Gerhardt
Facilities Assistant



Michele Sager
Executive Assistant

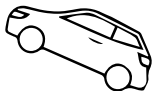


Michael Gilbert-Singletary
Director of Membership Development

Office Staff

STEVE BADER
EXECUTIVE ASSISTANT

- CREATES WARM AND WELCOMING ENVIRONMENT
- OFFICE SUPPORT
- OFFICE EMAIL MGR
- WELCOME LETTERS
- VISITOR NAME TAGS
- 7/10 DAY FORECAST/POSTS
- ROOMS/INTERNAL REQUEST SUPPORT
- MONITORS MEETING ROOMS FOR SUPPLIES
- KEY DISTRIBUTION
- EXTERNAL ROOMS/RENTAL SUPPORT
- ROOMS/CONTRACT MGR
- SITE VISITS
- MONITORS COMPOSTABLES & TABLECLOTHS
- MEMORIAL GARDEN/PROCESS SUPPORT
- A/V ORIENTATIONS
- WORSHIP SUPPORT
- TECH TEAM (BROADCAST SPECIALIST)
- BROADCAST OOS
- BACK UP WORSHIP/INTERNAL SET UP SUPPORT



2025-26 OFFICE 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
- STAFF PARTNER:

LIBRARY GARDEN TEAM ART
GALLERY GROUNDS
CELEBRATION OF LIFE TEAM

- SENIOR STAFF MEMBER
- EMERG. RESPONSE TEAM
- VOLUNTEER COMMUNITY
- ENGAGEMENT LIASON

MICHAEL GILBERT-SINGLETARY
DIRECTOR OF
MEMBERSHIP DEVELOPMENT



COMMUNICATIONS SUPPORT COMPONENT:

- WEB CALENDAR UPDATES
 - WEEKLY ENEWS COMMUNICATIONS
 - CREATION OF RSVP FORMS FOR ENEWS
 - SOCIAL MEDIA ENGAGEMENTS
- MY ERUUF!**

SIIFAN HIRPA
WORSHIP SERVICE & SPECIAL EVENTS
SUPPORT TECHNICIAN

- WORSHIP SUPPORT
- SUNDAY TECH TEAM SUPPORT
- TECH TEAM (MEDIA SPECIALIST)
 - MEDIA OOS
 - MEDIA TECHNICIAN
 - BROADCAST/MEDIA TECHNICIAN
- SPECIAL EVENTS TECH/SOUND SUPPORT

MICHELE SAGER
EXECUTIVE ASSISTANT

- EXECUTIVE ASSISTANT REV JACQUELINE/ REV DANIEL
- CALENDAR MGR & SPECIAL PROJECTS
- WORSHIP SUPPORT
- GRAPHIC DESIGNER
- ENEWS DESIGNER
- WEBSITE UPDATES
- LEADER LIST
- PHOTO MANAGER



ED GERHARDT
FACILITIES ASSISTANT

- FACILITIES SUPPORT
- JANITORIAL SUPPORT
- WORSHIP/INTERNAL EVENTS SET UP SUPPORT
- RECYCLING/WASTE MGT
- GROUNDS TEAM



**VOLUNTEERS/
CONTRACTORS**



- OFFICE SUPPORT
- FACILITIES SUPPORT
- IT/TECH SUPPORT
- SPECIAL PROJECTS
- PEW STRAIGHTENING
- SANCTUARY PLANTS



REV. BRETT
Lead Minister

REV. TROLLINGER
Executive Minister

REV. LEWIS
Minister of
Lifespan Faith
Development
and Pastoral
Care

WENDY LOOKER
Music Director

MICHAEL
GILBERT-
SINGLETARY
Director of
Membership
Development

KALEB GRAVES
Justice Coordinator

KINSEY MORITZ
RE Coordinator

GABBY CASINI
Nursery
Coordinator

SHENG YANG
Bookkeeper
TITHLY

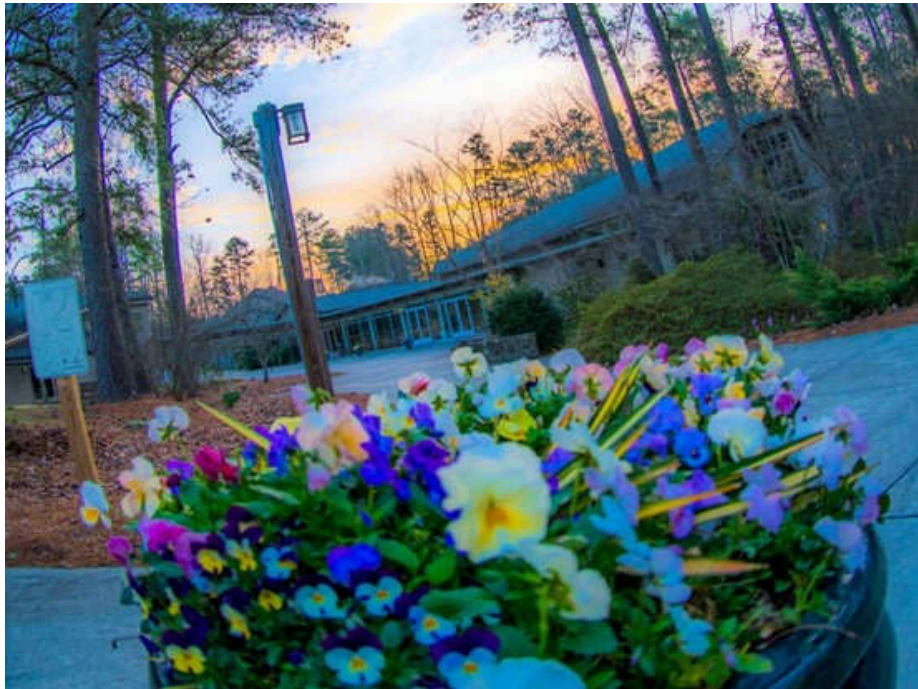
#OFFICESASSISTANCE

- 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, 2024**
~\$77,000

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 ~~415-1852-133~~

Email jlewis@eruuf.org

Group? ERUUF group

Group Name UU Wellspring Group B

Person Responsible

Person's Name

Email Address

Phone

Mailing Address Line 1

Mailing Address Line 2

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](#)
- 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 o 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


An abstract fractal artwork featuring a central, glowing blue figure with arms outstretched, set against a background of vibrant, swirling colors including purple, blue, and green. The overall effect is ethereal and digital.

#BESTPRACTICES

- Do request a room for your meeting
- Do plan ahead and get request in early
- Do factor setup/cleanup time
- RE, Adult Programs, and Fellowship Hour are priorities on Sunday
- If we notice a conflict, your meeting could be asked to shift (Early Voting, Summer Camps, Special Events, etc)
- 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

An abstract fractal artwork featuring a central, glowing blue figure with arms outstretched, set against a background of vibrant, swirling colors including purple, blue, and green. The overall effect is ethereal and digital.

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

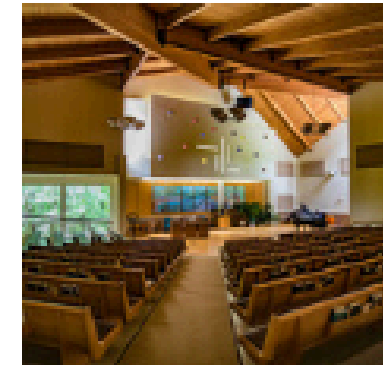
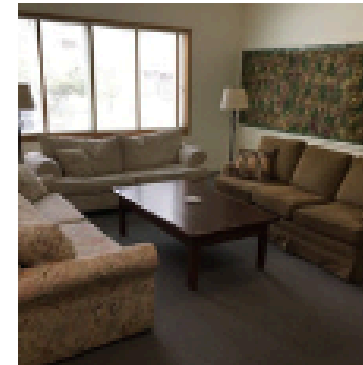
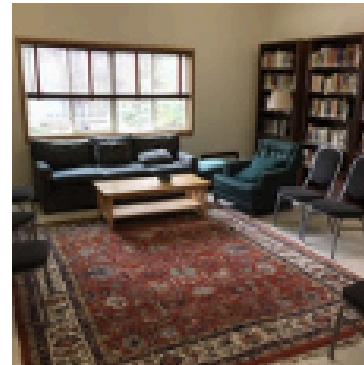
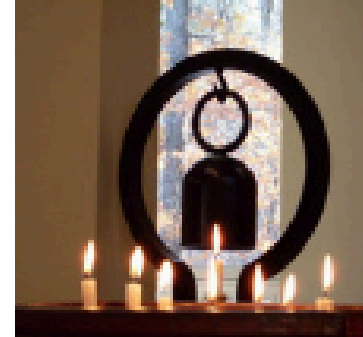
If you are on social media, you can share events/meetings to your circle of friends from the ERUUF web calendar or enews publications. If you have joined the Facebook group page (<https://www.facebook.com/groups/60960605253/>), you can also share your approved posts.

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

ROOMS@ERUUF