

Glossary

ADA: Americans with Disabilities Act — sets accessibility and non-discrimination standards.

Archiving: Storing selected church documents for long-term preservation and historical use.

BOT: Board of Trustees, the governing body of the church.

Bookstack: open source platform that Guide.foothillsuu.org is build with

BaseCamp: class orienting foothills members to basecamp, a requirement for membership

Caretaker: The designated person responsible for opening, closing, and monitoring the building during events.

Clearstream: Our SMS / Texting Software

Checkr: Our background check system

Covenant: A shared, sacred agreement about how we commit to being in relationship with one another.

Covenantal: A way of being in community based on mutual promises and spiritual accountability.

DFM: Director of Family Ministry — staff leader for programs supporting family spiritual life.

DFO: Director of Finance and Operations — oversees church finances, HR, and building systems.

DRE: Director of Religious Education — staff leader for children’s RE programs.

Executive-Team: The staff team comprised of the Senior Minister, Director of Finance and Operations, and the Associate Minister.

Exempt: A legal employment classification that excludes an employee from overtime pay under FLSA.

FLSA: Fair Labor Standards Act — federal law that defines exempt/non-exempt employee status.

Grievance: A formal report of a violation of church policy or covenant.

Handbook: is a curated collection of Organizational Guidances focused on a specific area of church life or ministry.

Inquirers: Newcomer class covering Foothills basics

LAA: Limited Access Agreement — a formal plan outlining boundaries and permissions for individuals with known safety concerns.

Mandate: Legal duty to report suspected abuse (e.g. ministers and DFM are mandated reporters).

Misconduct: A violation of congregational ethics, safety, or behavioral agreements.

Mailchimp: Foothills email newsletter platform

Nepotism: Favoritism toward relatives in hiring or leadership — restricted in church policies.

Nonexempt: A legal employment classification that requires overtime pay under FLSA.

OWL: Our Whole Lives — UU sexuality education curriculum grounded in values and consent.

PCO: Planning Center Online, our database.

Parishioner: A member or regular attendee of the church community (less common in UU usage but may appear).

Proxy: Authorization for someone to vote on your behalf when absent.

Quorum: The minimum number of members required to be present for a vote or meeting to be valid.

RE: Religious Education — programs supporting spiritual growth for children and youth.

RSS: Real Simple Syndication

Retention: The specific time period documents or records must be kept before disposal.

Sanctioned: Officially approved (often used for events or programs formally supported by church leadership).

SOP: Standard Operating Procedure

Screened: A person who has completed background checks and training for working with children or vulnerable adults.

UYRB: Unpacking Your Religious Baggage

UUA: Unitarian Universalist Association — national network and support body for UU congregations.

YRUU: Young Religious Unitarian Universalists — high school youth group focused on UU identity and leadership.

Audio Visual Glossary

ATEM: A hardware switcher made by Blackmagic that manages video input and output for livestream and Zoom.

Birddog: The joystick controller used to pan, tilt, and zoom PTZ cameras.

Companion: Software that programs the StreamDeck buttons for automation and control.

Encoder: Hardware or software that converts live video into a digital stream for broadcasting.

HDMI: High-Definition Multimedia Interface — a cable and port type used to connect video and audio between devices.

ISO: In ATEM context, refers to isolated recordings of each input during a livestream.

Macro: A pre-programmed command that automates screen content and display cues in ProPresenter.

Matrix: A digital mixer setting that combines multiple audio mixes into a single output stream.

NDI: Network Device Interface — allows video and audio to be shared over a network, used with PTZ cameras.

Overlays: Visual elements such as lyrics or name slides added on top of video in ProPresenter.

ProPresenter: The main software used to run visual presentations (slides, lyrics, backgrounds).

QSYS: Audio-visual routing and control system accessed via iPad for the sanctuary setup.

Reflow: A mode in ProPresenter used for editing and organizing lyrics into slides.

Scene: A saved preset in the SQ5 mixer that recalls specific audio settings for events (e.g. HybridMeeting).

Slide: A single visual element used in a presentation; can contain text, media, or backgrounds.

SQ5: The digital audio mixer used to control sound for sanctuary, livestream, Zoom, and overflow.

StreamDeck: A customizable keypad used to switch camera angles or trigger presets with a single press.

USB-C: Cable/port format used for sending video to Zoom and recording to hard drives.

WaveCast: The hearing assist system that streams service audio to mobile phones.

Zoom: Video conferencing tool used for hybrid services — receives camera and audio via ATEM.

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