

Administration

- [Forms and Links](#)
- [PCO and Admin Tasks](#)

Forms and Links

Forms and Links

PCO Forms

- [Sources Application Form](#) -- Updated each March with facilitator-confirmed meeting times and retreat date
- [Love at the Center Application \(Admin\) / Public](#)
- [Wellspring Interest and Nomination Form](#) -- Used in April when grads nominate participants
- [Serve Form](#) -- For facilitator volunteers (select "Adult Spiritual Deepening")

Church Operations Forms

- [Event Reservation and Promotion Form](#) -- Submit at least 2 weeks before promotion begins. Used for retreat, Annual Gathering, enrollment promotion, coffee hour sessions, short-term groups.

PCO Groups

- [Wellspring Sources Interest Group](#) -- Remove members once they join a group
- Wellspring Second Year Interest Group
- [Wellspring Leadership Team Members](#)

External Resources

- [UU Wellspring Website](#) -- Curriculum, facilitator registration, training resources
- [UU Wellspring Facilitator Registration Form](#)
- [UUA Inspirit Bookstore](#)

Foothills Pages

- [Foothills Wellspring Page](#)

Tracking

- [Wellspring Sources Graduates List](#) (Google Sheet)

Document Repository

- [Wellspring Leadership Team Shared Drive](#)

Basecamp (Legacy)

- [Wellspring Application Process Details](#) -- Includes email templates for nominees and self-interested participants
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See Also

- [PCO and Admin Tasks](#)
- [Full Annual Timeline](#)

PCO and Admin Tasks

PCO and Admin Tasks

Annual PCO Tasks by Month

March: Ask Admin Staff to update PCO People Wellspring Completion Dates in Profiles.

June: Church staff builds PCO groups for Sources and for any self-facilitating second-year offering, including adding events to event calendars.

June/July: Archive old Wellspring Groups in PCO Groups.

November/December: Staff builds PCO group for short-term offering.

Onboarding New WSLT Members in PCO

When new members join the WSLT:

- Add them as Wellspring PCO Group Type Managers in PCO Groups
- Ensure they are editors in PCO
- Grant access to PCO Forms
- Enable email sending permissions

Group Management

- When participants join a group, remove them from the [Wellspring Sources Interest Group](#)
- Track group attendance through PCO Groups
- Facilitators use PCO Groups to email members, plan events, take attendance, and share resources

- Group covenants can be stored in the PCO Groups website for member access

PCO Training Resources

New facilitators may need orientation to PCO. The [Group Leader Introduction](#) is sent by admin staff once a group is set up.

See Also

- [Forms and Links](#)
- [Wellspring Leadership Team \(WSLT\)](#)