

Welcome Letter 1 - The Basics

Template: Welcome Letter 1 - The Basics

Google Doc: [Original](#)

When to Use

Sent by facilitators to their group as soon as the group has been set up in PCO. This is the first of two welcome letters. Follow with Welcome Letter 2 five to seven days later so as not to overwhelm.

Template Text

“ Dear friends,

With great anticipation, we welcome you to UU Wellspring - Sources!

UU Wellspring - Sources is a nine-month Unitarian Universalist program of spiritual deepening and connection. Our hope is that over the course of the next ten months we will deepen our individual spiritual lives and our connections to one another through an intentional program of daily spiritual practice, spiritual companionship, study and reflection, and online small group meetings.

Meetings We will meet [room location] on [day and time]

Here are all of our meeting dates: [facilitator, please list all dates here]

Please put all of the dates in your calendars now so that you can protect the time.

Retreat Our opening retreat will take place from 8:30am-12pm on [DATE] at Foothills Unitarian Church at 1815 Yorktown Ave.

Materials For the Retreat:

- Either a device to write online or paper and pen or the optional [UU Wellspring Sources Reflection Journal](#) for purchase
- Folder or binder to store your materials
- Two smooth stones
- An open mind and open heart

Some "to do's" before the retreat:

- Read as much of *Everyday Spiritual Practice* edited by Scott W. Alexander as you can. (We have some copies to borrow in the Foothills library, room 221.) Choose one or two spiritual practices from the book that seem like something you might want to try.
- Preview the materials below to get a sense of the time you may need to fully take in the wisdom offered. Then plan out your time to read and journal.
- For your first journal entry, respond to the question: *How do you describe your spiritual life?*

Additional materials for reflection: We will be writing again in a week or so with additional materials for reflection as you prepare for our retreat.

Finally and importantly, please watch this short video on respect since we will be introducing ourselves using our pronouns:

- [Why Respecting Pronouns Is So Important](#) (3.5 min)

It will be so good to be together as we learn to listen deeply to our stories and reflect on what is most important in our lives.

With great anticipation of our journey together,

[Facilitator(s) name(s) and contact information]

Customization Notes

- Fill in meeting location, day/time, and all meeting dates
 - Fill in retreat date
 - Confirm the library room number and book availability
 - Update facilitator contact information
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See Also

- [Welcome Letter 2 - More Information](#)
 - [Opening Retreat](#)
 - [Required and Optional Books](#)
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Revision #2

Created 2026-03-27 22:15:50 CET by Rev. Sean Neil-Barron

Updated 2026-03-27 22:16:19 CET by Rev. Sean Neil-Barron