

First Unitarian Universalist Congregation of Ann Arbor, MI

Office Support Policies

Last Updated: January 4, 2012

The Building and Office Team of the congregation includes the Executive Director, Office Manager, Building Attendants (2) and Custodian, who are available and eager to support UUAA events and committees, in accordance with the following policies:

Church Office Hours

Regular Church Office hours are Monday-Friday 9:00am-5:00pm. The Church Office is closed on Saturdays, Sundays, and designated holidays.

Mailboxes

Mailboxes are provided for recognized committees, trustees, plus program and support staff. **If you have been designated a mailbox, please check it frequently to retrieve messages, mail or other important information. Mailboxes that appear to be unused will be eliminated.**

Telephones

Telephones are located in the kitchens and some classrooms. You can make local outgoing calls and receive incoming calls. These phones do not allow long distance calls. If you need to make a long distance call for congregational purposes, please ask the Office Manager for assistance.

Recognized Congregational Group Support

1. Any recognized groups of the congregation may submit a request for administrative support to the Office Administrator in writing by e-mailing the request to office@uuaa.org.
2. Requests for administrative support must be submitted at least one week prior to the deadline. Requests submitted less than one week prior will be reviewed on a case-by-case basis and completed if scheduling and staffing permit.
3. Support available from the Church Office includes, but is not limited to database searches, expense reporting, website updating, label printing, exporting of search information into spreadsheet format, instruction and/or assistance with bulk mailing procedures, instruction in the use of office equipment, assistance with mass emails, and assistance designing documents.
4. Large mailings and mass emails must have prior approval of the Executive Director.
5. Committees will be expected to complete their own photocopying, collating, stuffing of mailings, labeling and affixing of postage.
6. Lay leaders of recognized congregational groups may also contact the Office Manager to request information regarding account balances and expenditures, obtain a list of donors specific to their activity or program, or request electronic transfers of funds from their accounts.

The Church Office schedules a periodic, one-hour orientation of administrative services for lay leaders of recognized congregational groups. Check the UUAA newsletter for the next scheduled orientation.