

How to Get Things Done at UUAA



**First Unitarian Universalist
Congregation of Ann Arbor**

Table of Contents

Using the Building	4
How do I reserve a room?	4
What hours is the building open?	4
UAAA Two-Service Season Hours	4
UAAA One-Service Season Hours	4
Main Office Hours (year-round).....	5
What if I need to use the building after hours?	5
Can I use the kitchen?.....	5
How do I report maintenance/building issues?	5
How do I rent space for a wedding, memorial, or other event?	5
Relevant bylaws, policies, and procedures	6
Getting the Word Out	6
How do I submit items for the <i>Monthly Newsletter</i> ?	6
How do I submit items for the <i>Weekly Bulletin</i> ?	6
How do I submit items for the website?.....	6
How can I set up an email list for my group?	7
How can I post something on the UAAA Facebook page?	7
What other ways can I communicate with the congregation?.....	7
Pastoral News	7
Social Hour	7
Insert for the Order of Service	7
Online Calendar	7
Annual Report	8
Bulletin Boards.....	8
Group Mailing Lists	8
Relevant bylaws, policies, and procedures	8
Funding Your Ministry/Event	9
What's the process for requesting funds in the annual budget?	9
What other kinds of fundraising can I do?	9
How do I suggest a special collection?.....	9
Relevant bylaws, policies, and procedures	9
Processing Money	10
How do I get reimbursed for expenses?	10
What happens to funds collected at a UAAA event?	10
When will I receive a statement of my contributions to UAAA?	10
Relevant bylaws, policies, and procedures	10

Finding Administrative Support for Your Ministry/Event10
What kind of help can I get for administrative tasks? 11
Does my ministry/event have a mailbox? 11
What kind of telephone and Wi-Fi access do we have? 11
Can I make photocopies? 11
Relevant bylaws, policies, and procedures 11

Viewing Key Documents.....12
Where can I find UUA’s bylaws and governing policies? 12
How can I view UUA’s annual reports and financial reports? 12
Where can I read the current strategic plan?..... 12

Other Questions.....12
Who do I talk to about starting a new ministry? 12
How can I get more involved as a lay leader? 12

Staff Directory13

Using the Building

How do I reserve a room?

Recognized congregational groups may request a room and audio-visual equipment during scheduled building hours at <http://bit.ly/2vfdpZp>. Check the online Google calendar at www.uuaa.org/calendar to help you determine what rooms are available. (To learn more about becoming a recognized group, see *Who do I talk to about starting a new ministry?* on page 12.)

If possible, please submit your request at least 4–5 days before your event to ensure that the Room Reservation Team has enough time for processing. You will receive an automatic email when your request has been submitted and a second email when your reservation has been completed. If changes are needed after a room request has been submitted, please email room@uuaa.org.

Room requests made with less than 24 hours' notice may not make it onto UUA's online calendar. However, the building can usually accommodate small impromptu meetings. Group leaders should check in with the on-duty Building & Office Team member to locate an available space.

Rooms are generally reserved on a first-come, first-served basis for one-time or reoccurring events. If requested, staff will provide basic setup of your room(s).

Your group is responsible for:

- Setting up and removing decorations
- Cleaning up tables, floors, and chairs as needed
- Properly disposing of trash and/or leftover food
- Closing any opened windows or doors

What hours is the building open?

UUA's building hours fall into the two-service season (begins the Sunday of Water Communion) and one-service season (begins the Sunday of Memorial Day weekend). Currently, UUA is open for use by members during the following times:

UUA Two-Service Season Hours

Sunday | 9:00am – 4:00pm
Monday – Thursday | 9:00am – 9:00pm
1st & 3rd Fridays | 5:00pm–9:00pm
Other Fridays | Closed
Saturday | 9:00am – 4:00pm

UUA One-Service Season Hours

Sunday | 9:00am – 4:00pm
2nd & 4th Monday | 9:00am – 9:00pm

Monday – Wednesday | 9:00am – 5:00pm
Thursday | 9:00am – 9:00pm
Friday | Closed
Saturday | 9:00am – noon

Main Office Hours (year-round)

Monday – Thursday | 9:00am – 5:00pm

A member of the Building & Office Team is available during scheduled building hours to assist groups as needed.

What if I need to use the building after hours?

Recognized congregational groups seeking to use the building after hours require staff approval. Contact your group's liaison prior to submitting a room request in order to discuss building access requirements. (A more detailed policy on after-hours building use will be forthcoming.)

Can I use the kitchen?

There are two kitchenettes available for congregational groups to use during scheduled activities. A limited number of tableware, silverware, and other kitchen supplies are available for use as well.

Your group must adhere to the following:

- Do not leave the stove unattended for extended periods. The oven may be left unattended for a maximum of 10 minutes.
- Remove all remaining food items.
- Thoroughly clean all preparation areas after use, including counters, stove, and tables.
- Thoroughly clean borrowed supplies and return after use.
- Launder all linens used and return them as soon as possible.

How do I report maintenance/building issues?

Please report maintenance/building issues to maintenance@uuaa.org. Please be sure to include specific details about the nature and location of the issue.

How do I rent space for a wedding, memorial, or other event?

Contact Debby Casamatta, Office Administrator, at office@uuaa.org or (734) 665-6158 x102 with dates, times, rooms, and other related needs for your event. You may wish to check the online Google calendar at www.uuaa.org/calendar to help you determine what rooms are available.

Relevant bylaws, policies, and procedures

All operations policies are available on the UUAA website:

www.uuaa.org/index.php/about-us/how-we-govern/operations-policies

- Operations Policy: Building and Grounds
- Operations Policy: After-Hours Building Use (in process)
- Operations Policy: Sunday Meetings
- Operations Policy: Using UUAA's Resources

Getting the Word Out

Lay leaders of recognized congregational groups are welcome to submit information for publication through various UUAA media. For details on submission guidelines, see *Operations Policy: Communications*.

How do I submit items for the *Monthly Newsletter*?

Sent electronically to congregants, visitors, and friends, this publication provides notice of various activities occurring within the congregation for the upcoming month. **Please email submissions (word limit 300 words) to newsletter@uuaa.org by 9:00 a.m. on the 21st of the prior month.**

How do I submit items for the *Weekly Bulletin*?

This publication includes information regarding Sunday service activities, upcoming congregational events, program activities, and other items of interest. It is sent electronically to congregants, visitors, and friends, and a paper copy is included in each Sunday's Order of Service handed out at worship. **Please email submissions (word limit 90 words) to bulletin@uuaa.org by Wednesday at 5:00 p.m.**

How do I submit items for the website?

UUAA.org provides information about the congregation to members, friends, and the general public. It is often the first point of contact between a potential newcomer and the congregation.

The website is managed by our Web Team, a skilled group of lay leaders who update and maintain the content. Please email requests for additions, deletions, or other website changes for your group to webtech@uuaa.org.

How can I set up an email list for my group?

The initial creation of a new email list must be done by a member of our Web Team. Once the list has been created, anyone in your group who is reasonably comfortable using email and simple web applications can manage the list and update setting information. To set up an email list, contact webtech@uuaa.org with the email address you would like (for example, MondayDinner@uuaa.org) and the names and email addresses of the moderators.

General policies on the appropriate use of congregation mailing lists shall be determined by UUAU staff. The Web Team will be available for consultation on these matters.

How can I post something on the UUAU Facebook page?

UUAU also maintains a Facebook page for members, friends, and the general public. The page is administered by the Web Team and often uses content previously submitted for UUAU's newsletter or bulletin. You can submit items at any time to facebook@uuaa.org.

What other ways can I communicate with the congregation?

Pastoral News

To share pastoral news with the congregation (such as an illness, major milestone, or death of a loved one), submit a brief description to pastoralnews@uuaa.org. Please note whether or not you'd welcome cards, calls, and/or visits, if appropriate. All published material appears at the request of or with the permission of the congregant.

Social Hour

Recognized congregational groups may request a table to use during Sunday Social Hour from Hannah Hotchkiss, Welcome Ministries Coordinator, at hannah@uuaa.org. Table reservations must be received by Wednesday at 5:00pm.

Please note that distributing information is ONLY permitted at your table.

Insert for the Order of Service

Email your request and the insert document (in Word format) to insert@uuaa.org. Requests must be received by 9:00am on the Tuesday 12 days prior to the Sunday that the insert will appear. If your request can't be accommodated (for example, if that week's Order of Service already has several inserts planned), a staff member will contact you.

Online Calendar

UUAU publishes a public calendar of events on our website. When a recognized congregational group has a confirmed room reservation, the information is added to the calendar.

Off-site events sponsored in whole or in part by a recognized congregational group – whether held in person at another venue or offered online – may also be listed on the calendar. However, events sponsored entirely by non-UUAU groups are not eligible for the calendar.

Please also note that no UUAA equipment may be reserved or removed from the congregation for offsite events.

Annual Report

Each April 15, UUAA gathers information about the ministries of the congregation in the preceding year and publishes an annual report online. (NOTE: UUAA staff will not be able to provide editing, so please make sure you've proofed your group's text before sending it in.)

Aim for a word count of 250-300 words. When appropriate, use bulleted lists to encourage others to read what you've shared. Basic elements to include are:

- The recognized congregational group's name
- The author of the group's report
- A brief description of the team or ministry
- A description of how UUAA core values were met by the group
- Highlights of activities from May of the previous year through April of the current year
- Focus on major themes or a few key accomplishments. Your report need not include every detail – just enough to give others the flavor of your group's ministry.
- Names of active participants in the ministry
- Describe future ideas, plans, and goals
- Submissions beyond a word count of 250-300 words maximum will be returned for further editing

Submit each annual report as a Word file to annualreport@uuaa.org.

Bulletin Boards

Recognized congregational groups interested in submitting information for the bulletin board outside of the Social Hall or by the main entrance should contact Hannah Hotchkiss, Welcome Ministries Coordinator, at hannah@uuaa.org.

Group Mailing Lists

Recognized congregational groups may request an email list as a way to communicate with group members and other interested parties. (See *How can I set up an email list for my group?* on page 7 for details.)

Relevant bylaws, policies, and procedures

All operations policies are available on the UUAA website:

www.uuaa.org/index.php/about-us/how-we-govern/operations-policies

- Operations Policy: Communications
- Operations Policy: Using UUAA's Resources
- Communication Content Guide

Funding Your Ministry/Event

What's the process for requesting funds in the annual budget?

Lay leaders of recognized congregational groups are invited to prepare a budget request each October. Budget Request Forms are available in September and include instructions for submitting a request.

What other kinds of fundraising can I do?

Recognized committees and task forces may request support through the Operating Budget and/or seek support through special fundraising activities. Groups interested in organizing a fundraiser – whether for your area of ministry or for an organization outside UUAA – must complete the *Proposal for a Special Fundraiser* form (<https://goo.gl/forms/hxd164hiKykfSjyl1>) and receive prior approval by the Senior Minister or their designee.

Congregational members are not required to participate in any special fundraising events – except the annual budget campaign – and may choose whether or not to participate according to their interests and desires.

Goods and services sold for fundraising activities are permitted for financing the Operating Budget only, except when an artist designates a percentage of sales as a contribution to the congregation.

How do I suggest a special collection?

Nonprofits serving Washtenaw County may apply to Sharing the Collection to receive a one-time Sunday offering. Every October, the Sharing the Collection Team reviews applications and chooses recipients for the following year. Check www.uuaa.org in the fall for an application form and deadline information, or contact the Welcome Ministries Coordinator to get contact information for the current Sharing the Collection chair.

For disaster relief and recovery, we recommend giving through the Unitarian Universalist Service Committee (www.uusc.org), which collaborates with partner organizations in the affected areas.

For other requests outside the yearly cycle, please submit a brief proposal to the Fundraising Team via Rev. Lindasusan Ulrich, Assistant Minister, at lindasusan@uuaa.org.

Relevant bylaws, policies, and procedures

All operations policies are available on the UUAA website:

www.uuaa.org/index.php/about-us/how-we-govern/operations-policies

- Operations Policy: Fundraising Policy

Processing Money

How do I get reimbursed for expenses?

Payment/Reimbursement Request Forms are available in the main office near the mailboxes. Completed forms must include appropriate documentation verifying the expense (original receipts, invoices, etc.) to ensure timely processing. Submit all forms to the reimbursement basket found in the main office. (NOTE: All groups receiving reimbursement from the Social Justice Council must submit a copy of their forms to the Social Justice Council mailbox in the main office.) Checks are processed on the 1st and 15th of the month.

What happens to funds collected at a UUAA event?

Contributions of cash and checks should be turned in to the main office as soon as possible after the conclusion of group activities or collections for deposit in the safe. Sunday morning collections are immediately deposited in the safe by two on-duty ushers immediately after the collection is complete. To ensure accurate tracking of deposits from your congregational group, fill out and sign a Deposit Advice Form (available in the main office next to the mailboxes), seal the money and form in an envelope, and place the envelope in the safe.

When will I receive a statement of my contributions to UUAA?

Statements indicating contributions received by members and friends through June 30 are mailed in late July. End-of-year statements showing all charitable contributions received by members and friends through December 31 are mailed in late January of each year. Questions about a contribution statement should be directed to the Office Administrator.

Relevant bylaws, policies, and procedures

All operations policies are available on the UUAA website:

www.uuaa.org/index.php/about-us/how-we-govern/operations-policies

- Operations Policy: Finance

Finding Administrative Support for Your Ministry/Event

The office staff and volunteers are happy to offer their support to the ministries/events of UUAA. If you're interested in receiving an orientation to administrative services for recognized

congregational groups, or have a particular need, please contact the Office Administrator, Debby Casamatta, at office@uuaa.org.

What kind of help can I get for administrative tasks?

Lay leaders of recognized congregational groups may request assistance from the main office for some administrative tasks. Available support includes searching the database, reporting expenses, updating the website, printing labels, exporting search information into a spreadsheet, offering instructions and/or assistance with bulk mailing procedures, instruction in the use of office equipment, assisting with mass emails, and helping design documents.

Any recognized congregational group may request administrative support by emailing office@uuaa.org. Requests for significant support (such as a large mailing or mass email) must be submitted at least two weeks prior to the deadline. Other requests will be reviewed on a case-by-case basis and completed if scheduling and staffing permit.

Please note that groups are expected to complete their own photocopying and mailing preparation (stuffing envelopes, affixing labels and postage, etc.).

Does my ministry/event have a mailbox?

Mailboxes are provided for recognized groups, trustees, and program and support staff. If your group has a designated mailbox, please check it frequently to retrieve messages, mail, and other important information. Mailboxes that appear to be unused will be eliminated. Contact the Office Administrator to request a mailbox.

What kind of telephone and Wi-Fi access do we have?

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 Administrator for assistance.

UUAA has publicly accessible Wi-Fi. You can connect to *UUAA-Guest* or *UUAA-Guest5* with the password **BeOurGuest** (case sensitive).

Can I make photocopies?

Yes. Please coordinate with office staff for any large projects so they can be scheduled appropriately.

Relevant bylaws, policies, and procedures

All operations policies are available on the UUAA website:

www.uuaa.org/index.php/about-us/how-we-govern/operations-policies

- Operations Policy: Using UUAA's Resources

Viewing Key Documents

Where can I find UUAA's bylaws and governing policies?

Bylaws

www.uuaa.org/index.php/about-us/how-we-govern/bylaws

Governing Policies

www.uuaa.org/index.php/about-us/how-we-govern/governing-policies

How can I view UUAA's annual reports and financial reports?

You can find the annual reports and financial reports (including the budget and balance sheet) at www.uuaa.org/index.php/about-us/how-we-govern/finance-a-policy-2.

Where can I read the current strategic plan?

You can learn about the strategic direction planned for UUAA and how you can help make it a reality at www.uuaa.org/index.php/about-us/how-we-govern/planning-for-the-future.

Other Questions

Who do I talk to about starting a new ministry?

To establish a new, officially recognized group at UUAA, fill out and submit a Group Recognition Request Form to the Welcome Ministries Coordinator, Hannah Hotchkiss, at hannah@uuaa.org. You may use the [online Google Group Recognition Request Form](#) or request that a PDF be sent to you electronically by emailing hannah@uuaa.org. Your application will be reviewed at staff meeting. A member of the staff will contact the organizers of your proposed group.

How can I get more involved as a lay leader?

To learn about leadership positions and upcoming leadership training, contact Welcome Ministries Coordinator Hannah Hotchkiss at hannah@uuaa.org.

Staff Directory

You can contact staff members at (734) 665-6158 or at the email addresses listed below.

NAME	TITLE	EMAIL ADDRESS
Allison Halerz	Pianist-in-Residence	allison@uuaa.org
Rev. Cassandra Hartley	Assistant Minister for Spiritual Growth and Development	cassandra@uuaa.org
Debby Casamatta	Office Administrator	deborah@uuaa.org
Don Hackney	Building Manager	don@uuaa.org
Ed Lynn	Interim Administrator	ed@uuaa.org
Erin Dixon	Lead Preschool Teacher	erin@uuaa.org
Dr. Glen Thomas Rideout	Director of Worship and Music	glen.thomas@uuaa.org
Hanh Bui	Childcare Coordinator	childcare@uuaa.org
Hannah Hotchkiss	Welcome Ministries Coordinator	hannah@uuaa.org
Rev. Lindasusan V. Ulrich	Assistant Minister for Operations	lindasusan@uuaa.org
Rev. Manish Mishra-Marzetti	Senior Minister	manish@uuaa.org
Mark VanKempen	SGD Coordinator	markv@uuaa.org
Quiana Perkins	Social Justice/Pastoral Care Coordinator	quiana@uuaa.org
Sanne Krummel	Lead Nursery Teacher	sanne@uuaa.org
theresa rohlck	Director of the Chalice Bells Handbell Choir	theresa@uuaa.org