

## Basics on getting things scheduled, announced and paid at UUCWC



### Office Hours

The office hours are Monday to Friday 10am – 3pm. We ask that you call between those times, regardless of staff's personal schedules, so we can give you our full attention. Susan Irgang, Congregational Administrator, is full time and can be reached at [uucwc@uucwc.org](mailto:uucwc@uucwc.org); Rachel Hansen, Office Assistant, works Tuesdays, Thursdays and Fridays, and is available at [assistant@uucwc.org](mailto:assistant@uucwc.org).



### How to reserve a room for a meeting or event

Check the church calendar online for availability of the date you want. Send in your reservation by e-mail to [assistant@uucwc.org](mailto:assistant@uucwc.org). Every attempt will be made to schedule you in on the date and in the room of your choice.



### Zoom Meetings

UUCWC has a subscription to Zoom, a video conferencing service. To use Zoom and hold meetings from your homes, email [uucwc@uucwc.org](mailto:uucwc@uucwc.org) to “reserve” this virtual meeting room. Instructions will be sent on how to host and sign in; hosts/leaders will need access to a computer, while attendees can participate via computer or phone. Great for those cold wintry nights!

## Communications at UUCWC



### 1. UUCWC website ([www.uucwc.org](http://www.uucwc.org))

The UUCWC website is the primary way to communicate news, events, and announcements to the congregation or the public. Each committee chair and other leaders have a page, or *blog*, on the website to post news and other items. Communications Committee can help you get started!

- All UUCWC web pages are public. No posts involving partisan political activity or advocacy are permitted, as this may put our not-for-profit status at risk.
- *When using photos of church members and others on the website, please obtain permission from the person photographed.* Permission forms are available on the UUCWC web site at <http://www.uucwc.org/resource-kit/>

### CROSSINGS II.

### 2. Crossings II

Published as a weekly insert to the order of service, Crossings II is used for announcements of 3-4 sentences including time, date, place and why someone should attend; they should be sent no more than 2-3 weeks in advance to [assistant@uucwc.org](mailto:assistant@uucwc.org); deadline is Thursday at 10am for the following day's announcement.



### 3. Weekly e-mails

The deadline for inclusion is Tuesday at 10am to [assistant@uucwc.org](mailto:assistant@uucwc.org). Notices should be no more than 1-2 sentences with time, date and place and should be for events occurring in the next 2-3 weeks. Preferably, post on the website first so that the weekly email is “a line and a link”. (Example: “The Community-Building Ministry is hosting a bagel brunch on the morning of the Annual Meeting. Click here to learn more.”).



### 4. CrossCurrents

This is a monthly communication from church leaders to keep the congregation informed of major ongoing events and big-picture issues. Please submit articles of 500 words or less to Lynne Quinto, editor, *CrossCurrents*.



## Expense Reimbursement

Budgets are created in spring and voted on at the annual meeting. Leaders have the responsibility and authority to approve reimbursement of expenses to team members. Here are the steps recommended:

- The group leader should check to be sure the expense can be covered within the budget.
- An expense reimbursement form, available in the office or on the website under the Governance>Forms and Information tab, must be completed and submitted to the group leader for approval. All receipts must be submitted as well.
- Approved forms should be left in the Administrator's inbox and a check will be issued within 2 weeks and will be left in the "pick up box" in the office on top of the mail console; reimbursements can be mailed if indicated on the form.



## Receipt of Payments

If your event involves collecting money for admission, keep a record of it, either by copy of check or a tally of the money. All collected money should be put as soon as possible in an envelope marked with the event or account to be credited (ex., Fundraising: Concert, and put in the black lockbox on the back wall of the office. DO NOT reimburse your personal expenses from the admission funds; instead, have the money deposited and fill out a reimbursement request as noted above.



## Keys

Keys are given to leaders of committees and groups that meet at the church. You can get a key from the office by completing a tracking form; please do not hand off your key to the next leader of the group. If your group is the last to leave the building at night, please be sure that all lights are off and the door is locked.