

# How to Get Things Done at UUAA



**First Unitarian Universalist  
Congregation of Ann Arbor**

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# Using the Building

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## 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](http://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.)

Submit your request at least three weeks before your event to ensure that the Room Reservation Team has enough time for processing. Within two weeks, you should receive confirmation that the team has received your request. You will receive an additional email once the request has been reviewed.

Room requests made with less than two weeks' notice may not make it onto UUAA'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. If changes are needed after a room request has been submitted, please email [room@uuaa.org](mailto:room@uuaa.org).

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?

UUAA's building hours fall into two sessions: Program Year (early September to late May) and Summer. Currently, UUAA is open for use by members during the following times:

### UUAA Program Year 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

### UUAA Summer 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 coordinate building access requirements.

Once the Room Reservation Team has received the request and confirmed that it has staff approval, they will enter it in the calendar and you'll receive an e-mail confirmation.

## **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](mailto: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](mailto: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](http://www.uuaa.org/calendar) to help you determine what rooms are available.

## Relevant bylaws, policies, and procedures

### Building and Grounds Policy

[www.uuaa.org/images/documents/Support/BuildingsAndGrounds/Buildings%20and%20Grounds-2.pdf](http://www.uuaa.org/images/documents/Support/BuildingsAndGrounds/Buildings%20and%20Grounds-2.pdf)

## Getting the Word Out

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Lay leaders of recognized congregational groups are welcome to submit information for publication through various UUAA media. For details on submission guidelines, see [www.uuaa.org/images/documents/Board/Communication/Communication.pdf](http://www.uuaa.org/images/documents/Board/Communication/Communication.pdf).

### 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](mailto:newsletter@uuaa.org) by 9:00 a.m. on the 21<sup>st</sup> of the prior month.**

### How do I submit items for the *Sunday 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](mailto: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](mailto: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](mailto:webtech@uuaa.org) with the email address you would like (for example, [MondayDinner@uuaa.org](mailto: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 UUA staff. The Web Team will be available for consultation on these matters.

## How can I post something on the UUA Facebook page?

UUA 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 UUA's newsletter or bulletin. You can submit items at any time to [facebook@uuaa.org](mailto: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](mailto: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 groups may request a table to use during Sunday Social Hour from Hannah Hotchkiss, Welcome Ministries Coordinator, at [hannah@uuaa.org](mailto: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](mailto: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.

### Annual Report

Each April 15, UUA gathers information about the ministries of the congregation in the preceding year and publishes an annual report online. (NOTE: UUA 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 group's name
- The author of the group's report
- A brief description of the team or ministry
- A description of how UUA 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](mailto: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, [athannah@uuaa.org](mailto:athannah@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 6 for details.)

## **Relevant bylaws, policies, and procedures**

### **Communications Policy**

[www.uuaa.org/images/documents/Office-Staff/CommunicationsPolicy\\_2018-08-21\\_FINAL.pdf](http://www.uuaa.org/images/documents/Office-Staff/CommunicationsPolicy_2018-08-21_FINAL.pdf)

### **Communication Content Guide**

[www.uuaa.org/images/documents/Board/Communication/UUAACommunicationsContentGuidedc2014.pdf](http://www.uuaa.org/images/documents/Board/Communication/UUAACommunicationsContentGuidedc2014.pdf)

# **Funding Your Ministry/Event**

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## **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 must submit a detailed proposal and receive approval by the Senior Minister (or designated appointee) prior to the start of the activity.

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](http://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](http://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](mailto:lindasusan@uuaa.org).

## Relevant bylaws, policies, and procedures

### Fundraising Policy

[www.uuaa.org/images/documents/Financial-AnnualReports-BalanceSheets/Fundraising.pdf](http://www.uuaa.org/images/documents/Financial-AnnualReports-BalanceSheets/Fundraising.pdf)

## Processing Money

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### 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 1<sup>st</sup> and 15<sup>th</sup> 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

### Finance Policy

[www.uuaa.org/images/documents/Financial-AnnualReports-BalanceSheets/Y2014/Finance.pdf](http://www.uuaa.org/images/documents/Financial-AnnualReports-BalanceSheets/Y2014/Finance.pdf)

# Finding Administrative Support for Your Ministry/Event

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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](mailto:office@uuaa.org).

## What kind of help can I get from staff 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](mailto: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

### Office Support Policy

[www.uuaa.org/images/documents/Office-Staff/Office%20Support.pdf](http://www.uuaa.org/images/documents/Office-Staff/Office%20Support.pdf)

# Viewing Key Documents

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

### Bylaws

[www.uuaa.org/index.php/about-us/how-we-govern/bylaws](http://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](http://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](http://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/images/documents/About/ValuesVision/UUAA\\_StrategicPlan\\_2016-20\\_Final.pdf](http://www.uuaa.org/images/documents/About/ValuesVision/UUAA_StrategicPlan_2016-20_Final.pdf).

# **Other Questions**

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## **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](mailto: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](mailto: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](mailto: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     |
| Brianne Boyd                | Director of the Chalice Sparks Children's Choir         | brianne@uuaa.org     |
| Rev. Cassandra Hartley      | Assistant Minister for Spiritual Growth and Development | cassandra@uuaa.org   |
| Deborah Casamatta           | Office Administrator                                    | deborah@uuaa.org     |
| Debra Jean Golden           | SGD Program Assistant                                   | debra@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 Music and Worship                           | glen.thomas@uuaa.org |
| Hanh Bui                    | Childcare Coordinator                                   | childcare@uuaa.org   |
| Hannah Hotchkiss            | Welcome Ministry Coordinator                            | hannah@uuaa.org      |
| Rev. Lindasusan V. Ulrich   | Assistant Minister                                      | 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     |