

First Unitarian Universalist Congregation of Ann Arbor, MI

Office Support Policy

Last Updated: June 2, 2012

The Executive Director is primarily responsible for ensuring these policies are implemented with support from the Office Administrator.

Church Office Hours:

- The Church Office is open Monday-Thursday, 9:00am-5:00pm.
- The Church Office is closed on Fridays and designated holidays.
- The Church Office is also closed on Saturdays and Sundays. However, the on-duty Building Attendant may make available limited access to the copy machine and group/staff mailboxes as needed.

Group Mailboxes:

Mailboxes are provided for recognized congregational groups. New groups may email request for a mailbox to office@uuaa.org. Once designated a mailbox, the lay leader of any recognized group should check the assigned mailbox frequently to retrieve messages, mail or other important information. Mailboxes that appear to be unused will be emptied and assigned to another recognized group.

Administrative Support:

1. Any recognized committee or group within UUA A 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 should be submitted at least two weeks prior to the deadline. Requests submitted less than two weeks 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. Recognized congregational groups 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 Administrator 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 Office Administrator periodically conducts a brief orientation for lay leaders of recognized congregational groups. Check the UUA A Monthly Newsletter for the next scheduled orientation.

These policies are subject to change without notice by the Executive Director.

Edit and changes:

- Congregational Office changed to Church Office, October 15, 2008.
- Office Manager changed to Office Administrator, June 2, 2012.