

“NUTS & BOLTS”

FOR COMMITTEE CHAIRS & CHURCH LEADERS

NEWSLETTER - The deadline for the Univoice is the 15th of each month. Send submissions of photos or articles by email directly to the editors at univoice@uuberks.org. Committees are encouraged to provide monthly updates on programs, meeting times, and volunteer needs.

WEEKLY WRITTEN ANNOUNCEMENTS - The deadline for written announcements printed in the order of service is Wednesday at noon. Send submissions to the Office Manager.

SPOKEN ANNOUNCEMENTS - Announcements during worship must be pertinent to all church members and approved in advance by the worship leader.

UUBERKS LISTSERV - Individuals who join the list at uuberks@yahoogroups.com may post events, photos, and other information about church events. Committee chairs and other church leaders are encouraged to join the list in order to make postings and stay informed.

MAILBOXES - Mailboxes are provided in the deBenville Room for most committees, teams, and groups. The Office Manager distributes the mail. Committees can share information with each other via the mailboxes. This mode of communication saves the church money in postage and staff time. Be sure to check your box on a regular basis.

COMMITTEE LIST - The Office Manager maintains a list of all committees, which is updated several times a year. If the make up of your committee changes or you need a copy of the listing, please contact the Office Manager.

PHOTOCOPYING - Committees and volunteers are responsible for their own copying and have access to the church copier. Please make copies double-sided when possible. Use the committee code assigned to you (listed on the copier). If one has not been assigned to your committee and you need one on a regular basis, contact the Office Manager.

TYPING AND MAILING - Committees and volunteers are responsible for their own typing and mailing with a few exceptions noted below. Postage and any special materials must be allocated in your annual committee budget; they are not accounted for in general office expenses. The Office Manager provides mailing support and coordination for the following:

- Board - distribution of agendas and minutes; printing and mailing congregational mailings; assembling annual committee chair binders; maintaining and distributing the list of all committees
- Membership - production of annual membership directory
- Newsletter - copying and mailing
- Pledge drive - providing mailing lists/labels, as requested

If you have a large mailing and would like assistance, contact the Office Manager well in advance and she may be able to assemble a mailing crew of volunteers to help you.

FACILITIES USE - Be sure to reserve meeting space at the church in advance. You may do this by placing your meeting or event on the church calendar in the de Benneville Room (not the calendar in the Gerber Room) or by contacting the Office Manager. Space is currently provided on a first-come first-serve basis. The person in charge of a meeting is responsible for cleaning up after the meeting and securing the building when everyone leaves. Note that our building is zoned for heating and cooling with separate thermostats to control the de Benneville Room, the Gerber Room, the Sanctuary, and the KidSpace upstairs. There is no air conditioning on the second floor.

KEYS - The church building is kept locked, except during Sunday morning worship services and major church events. Committee chairs and volunteers who need regular access to the church may request a key by contacting the Office Manager. There are also "loaner" keys available for use on a short-term basis. If you need access to the building and do not have a key, please make arrangements well in advance to be sure someone is in the building. Our Office Manager is scheduled to be in the office Tuesdays through Fridays from noon to 5 p.m.; however, she is sometimes not available at these times due to vacation, illness, or for other reasons.

CHILDCARE - Committees are responsible for arranging childcare for their own meetings and events, as needed.

BUDGETING - Budgeting for committees and church programs is initiated by the Stewardship Committee and Treasurer. You will be contacted in late summer/early fall for your input.

CHECK REQUESTS - Make check requests for payments from your committee's budget line by completing a reimbursement form, available from the church office. These requests are handled by the Treasurer and Bookkeeper.

Contact Information:

Michael Mannix, Liaison to Committees, Board of Directors
610-670-8497 or mmannix@tvsd.org

Joe Plageman, Vice President, Board of Directors
610-921-0315 or joenpaula@comcast.net

Jeanne Hey, Treasurer, Board of Directors
610-926-2213 or jeannechey@comcast.net

Janet Tomlinson, Office Manager
Hrs: T, W, Th, F - Noon- 5 p.m.
610-372-0928 or office@uuberks.org

Rev. Sandra Fees, Minister
610-372-0928, 610-373-5753 (home) or sandrafees@verizon.net

as of September 2008