

How to Work with Church Office Staff

Olympia Unitarian Universalist Congregation Office Procedures

The following office procedures have been adopted to enhance the work of all church ministries and to enable us to be good stewards of church resources. Please carefully review each statement. Your faithful cooperation in following these procedures is deeply appreciated.

Hours of Operation

Church office hours are from 11:00 am to 4:00 pm Monday through Thursday and Sunday mornings. The church office will be closed on scheduled holidays and may be closed on unscheduled inclement weather days.

Telephone Procedures

Incoming calls are answered by an auto-attendant and are routed to the individual staff member. Callers may leave a voice mail for a staff member who may be busy or unavailable. Information including services times, directions, and emergency contact numbers are available on a recorded message. Voicemail boxes are available for church leaders who would like to have one. The church phone number is 360-786-6383. The fax number is 360-786-8578.

Mail Procedures

The Church Administrator will be responsible for the receipt, sorting and distribution of incoming mail.

Electronic Mail

Electronically transmitted information can be used to reduce costs and to expedite communication. Email will be treated expeditiously and with the same priority as hard copy receipts. Email mailing lists are available for committees or groups who would like them. The church email address is liberalfaith@ouuc.org. You can also email through the church website, www.ouuc.org.

Computer Operations

Computer and computer ancillary equipment will be installed, maintained and utilized to facilitate the efficient and accurate operations of the church. Computers in staff members work areas are for church staff use only unless prior arrangements are made with the individual staff member. A computer is available for church members in the Work Room.

Sunday Announcements

Announcements that are to be printed in the Sunday program or to be sent in the mid-week email are due in the office by 11:00 am on Wednesday. All announcements should be submitted in writing and should be either typed or printed. Announcements by email are encouraged. Please include your name and telephone number. Announcements

may be edited by the Administrator. The Administrator will prioritize announcements and include as many as possible in the space available. Announcements submitted after the deadline may appear in the following week's program.

Directory

Information in the church directory is intended for church and friendship related uses, and may not be used for commercial purposes, or political purposes beyond the commitments of the church. The directory includes the names of members, pledgers and those friends who have asked to be included.

Photocopying

The photocopier is available for committee copying Monday through Thursday during church office hours and on Sunday mornings. If you do not know how to use the copy machine please ask the Administrator for assistance. Please do not expect to complete a large job on Sunday mornings.

Limit photocopying to items that are necessary. Use a distribution list on one copy of a document to save on paper and toner. Personal copies will be allowed on a limited basis at the discretion of the Administrator.

For jobs requiring special size or special weight paper, please use Kinko's or Olympia Print and Copy. Either pay for it yourself and request reimbursement or make arrangements with the Administrator at least one week in advance of when the job is needed. Special copying jobs will be charged to the appropriate committee.

Typing, Mailing and Office Support

The Administrator handles all-church mailings. Committees should attempt to handle all their own typing and mailing. The church office can provide the following: postage, stationary (letterhead, thank you notes, postcards, envelopes), labels, and copier.

Consulting

To consult with the Administrator for longer than a few minutes, please call and make an appointment. The Administrator can adjust to accommodate you if enough notice is given. Please do not call the Administrator at home about church business.

Other church staff members manage their own calendars. Please call them to make an appointment.

Calendar

All meetings and events must be scheduled in advance on the master calendar that is kept in the church office.

Check Requests

Please make check requests for payments from your budget line by completing an Expense Reimbursement Form, available online or in the church office. Please attach the original receipt. It may take up to two weeks to receive your check.

Facilities Use

All requests for space usage go through the Administrator. Requests for space should be made as early as possible. All users of the building agree to the Guidelines for Facilities Use.

Keys/Access Code

Keys/key cards are issued to staff, board president and other church leaders as needed. Other building users will be issued a key card or code to the key box. Code users agree to safeguard the code.

Requests for Childcare

Requests for childcare for a meeting or event must be made one week before the event, to allow time for childcare providers to be scheduled. Please call the Director of Religious Education. The church has a childcare budget for church events that will cover the cost of this service. Church events must use the childcare staff that has been screened by the church.

Use of Church Vehicles

Use of church vehicles is restricted to approved drivers. Individuals who drive church vehicles must have a safe driving record, and be listed with the church's insurance carrier.

Sponsoring an Event Using the Church Name

No person is permitted to sponsor any activity or program in the name of the church without first receiving permission in advance from the Board of Trustees. The church name should be used only in conjunction with official programs and ministries of the church.

Borrowing Church Property

Requests to borrow church property (chairs, tables, etc.) can be made to the church Administrator. Requests will be approved if use of property will not impact church programs or building rentals.

Volunteers

Office volunteers are welcome. Please inform the Administrator of you interest. Most volunteer opportunities (stuffing envelopes, running copies, etc.) are on an on-call basis.

Reports

The Annual Report is published in April of each year, to be presented to the congregation at the Annual Meeting in April. A summary of your committee, affiliate or interest group activities during the last calendar year will be included if they are submitted by the deadline late in February.

Budgeting

Committee Budgeting is done June through August of each year. Instructions and the preferred format (which include the current year's budget and spending-to-date) are

emailed to each committee chair, and will also be available in the church office or from the Treasurer. The congregation approves the budget at the Congregational Meeting in December.

If a committee's budgeted funds are not spent by the end of the calendar year, the balance is returned to the general fund. January 1 starts the new fiscal year and a full budget line, as approved by the congregation. Financial reports are available in the church office.