

Getting Things Done Quick Reference Guide

Church Office Hours

Monday: 8:30 a.m. to 4:00 p.m.
Tuesday: Closed
Wednesday: 8:30 a.m. to 4:00 p.m.
Thursday: 8:30 a.m. to 4:00 p.m.
Friday: 8:30 a.m. to 4:00 p.m.

Publication Deadlines

There are several church publications that church leaders can use to get the word out about what they are doing or make announcements about how other church members can be involved with your projects. Below is a list of the publications, their frequency, deadlines and who to send information to. All deadlines are for print-ready final copies of the content.

Publication	Frequency	Deadline	Submitted To
The TIMES	Monthly	9 a.m. on the 18th Day of the Month	Angie Kern (akern@uucgl.org)
Sunday Order of Service Content & Announcements	Weekly	9 a.m. on Thursday	Angie Kern (akern@uucgl.org)
The Weekly Email Update	Weekly	9 a.m. on Thursday	webperson@uucgl.org
Church Website	On Going	5 days before you would like it posted	webperson@uucgl.org

Submission to these publications can be sent via email with the name of the publication in the subject line of the email. If email is not an option contact the office for assistance.

Mailings

If your mailing is larger than 200 pieces, call Angie, Kern at 781-595-8836, ext. 14.

Non-Bulk Mailings: For non-bulk-rate mailings (under 200 pieces) committees and ministry teams are primarily responsible for getting these mailings out themselves. Here is what the church office can do to support those efforts:

- Supply mailing labels with the needed addresses on them.
- Supply church letterhead and envelopes.
- Assist volunteers in making copies and using the postage machine.

Making Photocopies, Laminating, Scanning and Faxing

The church has a photocopier, laminator, scanner and fax machine. Church members are more than welcome to use this equipment for church business. If you come to the church during church hours (see previous page), a member of the staff will be happy to assist you with using the equipment that you need.

Reimbursements & Deposits

Reimbursements: To be reimbursed for an expense incurred for the church, please fill out the pink check request form. These forms can be found in one of the file folders on the Church Office door. Make sure that the form is signed by either the staff person in charge of the budget line item or the committee chair that is in charge of that line item. If you are unsure who this is, please contact the office. Checks are cut twice a month so it might take a couple of weeks to get reimbursed.

Deposits: If you need to make a deposit for money going in to a church account please fill out the orange deposit request form that is found in the file folders on the Church Office door. Include the cash or check with the form. It is best to give form and cash or check directly to the Church Office.

Space Reservations, Meetings Placed on Church Calendar and Equipment Reservations

Space Reservations: All space reservations are made through the church administrator, Elizabeth Muller. Reservations should be made either by calling Elizabeth at 781-595-8836, ext. 10 or by email at emuller@uucgl.org. Please review the building use policy later in this packet to see what is considered church use and outside use. When making a reservation include the following information in your request:

- Sponsoring Group & Contact Person
- Date & Time
- Room Preference (The office will do its best to honor preference but might need to give you an alternate space.)
- Number of people attending event or meeting.
- Special set up request. The office will let you know if that set up is possible.
- Equipment request (see below for available equipment)

Calendar: If your meeting or event is being held at the church and you have reserved space, your meeting or event will automatically be placed on the church calendar. However, all church related events should be placed on the calendar even if they will not be held at the church. All events or meetings to be put on the calendar should be communicated either by calling church administrator Elizabeth Muller at 781-595-8836 ext. 10, or by email at emuller@uucgl.org. Here is the information you should provide:

- Date & Time
- Location
- Sponsoring Group & Contact Person

Equipment Request: The church has several pieces of equipment that can be used by church members for church business. To request a piece of equipment contact the church office. Here is the available equipment:

- LDC Projector
- Projection Screen
- Church Banner
- Laminator

If you need to order any supplies please contact the church administrative assistant, Angie Kern at akern@uucgl.org or by phone at 781-595-8836, ext. 14. Please allow at least 10 days for ordering and shipping.

Annual Budget Request

The annual church budget process usually starts around January of each year. In January a letter will go out to all church staff and ministry team / committee chairs that are responsible for specific budget line items requesting that they develop budget request. Those requests are then submitted to the church administrator and the Minister who develop a draft budget. That draft budget then goes to the finance committee and board of trustees for final approval.

Hosting Fellowship Hour

This year, in order to make hosting Fellowship Hour as simple as possible, we have assigned committees and ministry teams to be responsible for it once per month. To fill other Sundays and special services, we will assign several members of the congregation to work together to host. This gives us the opportunity to get to know each other better. You will be notified well in advance about the date you will serve. A congregational directory is available online in our members section. If you are unable to fulfill the Sunday you are assigned, it is your responsibility to find a replacement. Instructions for what you need to host a successful Fellowship Hour are posted on the bulleting board closest to the kitchen.

Death Announcements of Members/Friends of UUCGL

To place an email or Times announcement:

Elizabeth (Administrator) is the point person

1. Office is first to know. Information to all senior staff, Administrative Assistant and Pastoral Care People as soon as death is known.
2. Will continue to collect all pertinent information before making announcement
3. Notice sent to all via email and published in next issue of “Times”

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