

Valley Unitarian Universalist Congregation

6400 W Del Rio Street

Chandler, AZ 85226

480-899-4249

office@vuu.org

"How to" Guidebook

A REFERENCE MANUAL

for

Working with the minister, office and congregational committees

Thank you for your commitment to VUU as a committee chair, a committee member or as a Board Member. We appreciate your service to the congregation, and we hope that this manual will be helpful to you. Do not hesitate to contact the office with any questions you may have.

Your committee/activity is vital to the overall success of the congregation community. We want you to succeed.

The VUU Staff

January 2019

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Accounting, Finance & Administration

Contact the Board

You can email the Board President, DeeAnne McClenahan at deeannemcc@gmail.com

This year's Board of Trustees are:

DeeAnne McClenahan, President	602-214-4608	deeannemcc@gmail.com
Bob Fabre, Vice President & Rep to Finance	330-703-1178	robertb.fabre@gmail.com
Paul Schneider, Financial Analyst/Treasurer	480-768-8467	cpaulsey@gmail.com
Karl Hurst-Wicker, Secretary	801-946-0189	kw291@kshps.com
Maria Dixon	301-586-7168	dariamixon@gmail.com
Mary Erickson	480-961-3193	m.erickson@asu.edu
Musette Steger	602-478-9859	musette@steger.us

Our Board of Trustees meets in the Board Room on the fourth Thursday of each month. Congregants are welcome to informally share their thoughts and concerns at 6:00; the "official" meeting starts at 6:30 and non-Board members must have requested space on the agenda 48 hours before the meeting to be assured of the opportunity to speak during the meeting. To have something put on their monthly agenda, contact the Board President.

Purchase Supplies

The budget of the Valley Unitarian Universalist Congregation is set approximately two months in advance of the beginning of the program year (July 1), being approved at the yearly congregational meeting each June. This means that each year we gather as much information as possible before and after the pledge drive and try to decide what the total income of the church will be for the next program year.

What does this mean to you?

- All expenses must fit into the framework of the approved budget, or new sources of income must be found to fund the project, such as a special fund-raising lunch. Special fundraisers must be approved by the Stewardship Committee.
- Keep in mind that you cannot spend more money than your budget allows.
- The chairperson of your committee must approve all expenditures purchased for the committee.
- If your budget is set up with many line items, (sometimes this is done for tracking only), you are obligated to the bottom line only. Please make good choices with your expenditures. If you have not spent all your committee's budgeted funds by the end of the program year on June 30, the balance will help to offset any deficit in the congregation budget for the year.
- No one is allowed to spend money from another committee's budget. The Administrator must approve all general fund expenditures in advance.

Request Reimbursement or Payment for an Item

A special form called a “Request for Payment Voucher” must be completed and authorization signed by the Chair of your committee. The form is the last page of this document.

Original or scanned receipts must be attached to or accompany the voucher. Complete the form with your name and address, the expense category, a description of the item and your signature, in addition to the signature of your chair person. The checks will be mailed to the address on the form within three weeks of the completed request. If the voucher is not complete, the receipts are not attached, or the voucher does not include authorization, the voucher will not be paid and will be returned.

Put the completed forms in the Administrator’s box located in the office copy room, or send them to the office by mail or email (office@vuu.org).

Find Out How Much Money My Committee or Group Has

You can get an updated budget amount available by contacting the VUU Administrator at office@vuu.org or by calling 480-899-4249.

Prepare Next Year’s Budget

Budgeting is done during March of each year. July 1st starts the new program year and a new budget as approved by the congregation. Your committee will be contacted by the Budget Committee in March with a request and instructions for submitting your committee’s budget for the upcoming year. The budgets must be submitted by the deadline date determined by the Budget Committee and are approved at the annually Congregational meeting in June.

In March, a Budget committee member will contact your committee with a reminder about how much money was budgeted the previous year and request that your committee send in a budget requests for the coming year. Your committee will be asked for an explanation of the request.

If you have questions regarding your committee’s budget or the budget process, you can contact the Budget Committee or contact the Administrator who will put you in contact with the appropriate committee member.

Prepare an Annual Report

The Annual Report to the Congregation is published to be presented to the congregation at the Annual Meeting held in June. As Committee Chair you are requested to submit a short 150-200-word summary of your committee's activities during the fiscal year to the Administrator three weeks before the Annual Meeting. You will receive notification as a reminder it’s time to submit your report.

So you want to sponsor an event at VUU...

- 1) Is the event for an outside organization/people – Yes – Contact the Office, office@vuu.org about renting space at VUU.
- 2) Is the event for an outside organization/people – No, this is for a VUU ministry, group, etc. – Contact the person in charge of that ministry, area, group: For Faith Formation: Marci, faithform@vuu.org; For Music: Kellie, music@vuu.org; For Worship or something for the whole congregation: Rev Andy, revandy@vuu.org; For Social Action/Social Justice/Social Concerns: Willa, socialaction@vuu.org; For everything else or if you are unsure who to contact: Administrator, Sue, office@vuu.org
- 3) The person above who will be working with you will have information that they will need from you. Answer all their questions, get them the information they ask you to get.
- 4) Once OK'd for scheduling, IE when #3 is completed, contact Sue at the office, office@vuu.org, to get the event on the VUU Calendar.
- 5) If the event needs IT assistance – to use the sound system, the projection/computer equipment, etc., this will need to be arranged ahead of time through Sue and the media team. There may be a cost involved with this.
- 6) If the event will include serving snacks or a meal, the details regarding this will need to be given to Sue. Please understand that your team, crew, ministry members will need to sign-up to be the volunteers needed to set-up tables/chairs, prep/arrange the food & beverage, serve and clean-up. A written document outlining these details will need to be given to the office (Sue) a week before your event. Sue will let you know if you need more information, more volunteers, etc.

Publicity

Get Information in the Sunday Bulletin and Weekly *Happenings* Email Blast

Deadline for announcements to be included in each week's Sunday Bulletin and Weekly *Happenings* Email Blast is 4PM on Tuesdays. Announcements/Communications/Information must be complete and submitted in writing or by e-mail (office@vuu.org) and must include the date, time, place and all pertinent information, **PLUS** the dates you wish it to appear. In addition, please include the author's name and phone number and committee/group involved. No information will be taken over the phone. If you are unable to email your copy, please place completed copy in the Administrator Mailbox located in the Office Building. If you wish the same announcement to go into the next month's newsletter, please indicate that as well. You may even want to talk to our Administrator about an announcement on the VUU Facebook page or on Instagram.

Get Information in the Monthly Newsletter

Newsletter Articles are sent to Gilda Czerwonka, Editor

The deadline is the third (3rd) Sunday of each month. The *VUUPoint* is published, emailed and mailed at the end of each month for the following month. When the third Sunday falls on a Holiday Week (i.e. Thanksgiving/Christmas) the deadline will move up to the 2nd Sunday of the month. Watch for announcements about this. Articles are cheerfully accepted prior to deadlines. Articles in electronic form, via email (penguin1@cox.net) are preferred. No information will be taken over the phone. Space is limited, so please do your best to make your article short and sweet. Gilda will format, spell check and provide graphics, as needed, but will not write the article for you.

Special permission is needed from the Administrator for extra pages/inserts. Please plan ahead as much as possible.

The following page allocations are set each month (subject to change as needed):

Sermon Titles and Description (1) page
Address Label ½ page
Minister (1)
Board (1)
RE (2-3)
Music (1-2)
Stewardship (1)
Caring & Concerns (neighborhood contacts) (1)
Membership Anniversaries ½ page
VUU Community (everything else) ½ page

Website, Email, & General Communications

Contact the Minister, Office, Board or a Congregational Committee

Add Content to the Congregation's Web Site

Our website is a major publicity tool to the outside world. Most of our visitors find us through our website. To add information to the web site, please send your request to the Administrator at office@vuu.org who will then forward your request to the VUU webmaster.

Have an Email Sent to the Congregation

Email the text of your message to the office (office@vuu.org). The subject line should say e-mail blast to bring it to staff's attention. The message will be reviewed for inclusion in the Weekly *Happenings* Email Blast. Indicate when it needs to be sent. Please make your message clear and concise.

Get Mail or Intra-Committee/Staff Correspondence

Mailboxes are provided in the Copy Workroom for most committee chairs. Please *empty* these boxes weekly. They are for communication and not for storage. This mode of communication saves the church money in postage and staff telephoning or emailing time. If you are a new Committee and need a mailbox, please let the office know and one will be set up for you.

Administrative/Secretarial Help

Obtain help from the Office for Word Processing, Graphic Design, Mailing Materials Etc.

Committees are responsible for handling all their own creation of documents and mailing. The Congregation Office can provide the following:

Paper

Computer

Envelopes, Labels

Copier

Committee members should be available to help with the project if there is folding, collating, stuffing and/or stapling involved. Please check with the office prior to your mailing to make sure the paper stock you will need is available, as it may need to be ordered. The Board Room in the Administration Building is available most weekdays for special projects you may have. If it becomes necessary to request a project of the Congregation Office, please call the Administrator with specific details about your need. You must be able to allow the office **two weeks** for completion and have a back up plan if the office is not available to assist you.

Get Materials Reproduced and Other Committee Support Aids

Photocopying and Printing:

The congregation photocopier is available for committee copying Monday through Thursday during congregation office hours (9AM – 5PM) and before and after church on Sunday. If you need copies during the week, please contact the office to make sure the copier is not tied up with special runs when you wish to stop by.

The office will supply paper and is limited to stock on hand. If you wish a particular color, please bring the paper you need with you or let the office know in advance, so that it can be ordered. Black and White printing and Color printing are both available.

Facilities

Arrange Meeting/Event Space

Reserve meeting space and events at the church in advance by contacting the Administrator for availability. On-going meetings are scheduled for up to one year in advance; please let the Administrator know if your meeting will be on-going. (i.e. 1st Monday evening of the month) Also, let the Administrator know if your meeting is cancelled, in order to free up the space for someone else.

You can check availability on the VUU Calendar on our website www.vuu.org, before you make your request. **Please do not schedule your meeting/event without confirming availability with the Administrator.**

You must set up your own tables and chairs and return them as you found them. If tables or chairs are taken from a room or the Sanctuary for an event elsewhere, they **MUST** be returned. Rooms 1 and 2 are used for outside rentals and must be returned to standard. Cleanup your own coffee cups, refreshments, etc. and take your garbage to the dumpster. Cleanup supplies are found in the kitchen of Room 1, the hospitality room, and kitchenette in the Office Building. Our cleaning staff **DO NOT** put items away. If items are left out on counters, tabletops etc, they may be discarded. **PLEASE DO NOT** leave food in the refrigerators.

Keys

Keys may be loaned to committee chairs or others on a temporary or permanent basis for access to the building to hold meetings or work on projects. All users of the building are asked to secure the building after use. Copying or loaning the church key you have borrowed is prohibited.

Get Events in the Calendar

See above. To reserve on spot on the VUU Event Calendar, contact the Administrator at office@vuun.org in writing or by email to reserve your event date and times.

Request Sexton/Custodial Support

To schedule a Sexton or custodial support for an event, please contact the VUU Administrator at office@vuu.org or call 480-899-4249.

General Repair and Sanctuary/Facility Alteration Request:

Contact the Administrator by email or phone ~~and complete a Facility Work Order Form.~~

Membership

Rev. Kellie Walker Hart is the Membership Coordinator. Her email is music@vuu.org. We usually make membership announcements through the Newsletter, the Sunday Bulletin and the Weekly *Happenings* Email Blast.

Volunteering/Recruiting Volunteers

Recruit Volunteers for My Committee/Event – contact the Administrator, office@vuu.org with your need

FORMS

Voucher: Request for Payment – Below or Contact Administrator

Facility Rental Info on the website, Resources, VUU Facilities Rental **or** Contact Administrator

Date: _____

Valley Unitarian Universalist Congregation

Voucher: Request for Payment

Instructions: Complete form legibly.
Attach all ORIGINAL receipts or invoices.
Show which Budget Section purchased item.
Obtain **approval signature** from person responsible for Committee or Budget Section, **prior** to remitting.
Show who is to be reimbursed (Payee) including address and phone number.
In Detail section, fill in appropriate sections (Date, Description, Amount, Account Name).
Place completed form in Administrator's box in Admin Building.
Check will be mailed unless you note otherwise.

Committee or Budget Section: _____

Payee: Name (Print): _____

Address: _____

Phone: _____

Approved by (signature): _____

Date	Description	Amount	Acct Name/Number