

## Section D. Some Questions You May Have

### 1. Who Does What at First UU?

*See Church Leadership Directory (Appendix 1) for current leaders and contact information.*

Director of Administration liaisons with the following committees: Business Operations, Communications, Grounds, and Maintenance & Repair

Director of Worship & Education liaisons with: Adult Learning Committee, Youth Religious Education (YRE) Council, Worship Committee

Director of Fellowship liaisons with following committees: Denominational Connections, Member Care, Membership, Social Action, Social Activities

Director of Finance chairs the Finance Committee and liaisons with following committees: Stewardship/Fundraising and Stewardship/Canvass

Arranges childcare for social events

Group sponsoring event coordinates through Director of Religious Education (DRE)

Chairs Personnel Committee

Business Operations Committee Chair

Cleans and locks up after committee meetings

Group Committee coordinator

Cleans cabinets and shelves in the Library

Library Committee Volunteers

Cleans the kitchen

Volunteers, Kitchen Coordinator, Coffee Guy

Coordinates and arranges Religious Education (RE) classrooms

Director of Religious Education (DRE), Religious Education (RE) Aide, Youth Religious Education (YRE) Council

Coordinates building rentals

Church Office Administrator

Coordinates Circle Dinners

Circle Dinners Coordinator (see Social Activities)

Coordinates services to members in need

Member Care Committee

Coordinates volunteers for the playground

Youth Religious Education (YRE) Council designees

Creates the Church Activities brochure

Adult Learning Classes Chair with Membership Committee

Deposits money from collection baskets

Church Office Administrator

Edits church newsletter

Newsletter Editor (see Communications)

Keeps financial records

Church Office Administrator and Accountant

Looks after the soda machine

Church Office Administrator

- Maintains/repairs the buildings, furnishings, parking lots and driveways
  - Maintenance & Repair Committee
- Maintains the bulletin boards
  - Respective Council Committees, e.g. Membership, Member Care, Social Activities, Social Action
- Maintains the usher supply area
  - Usher Coordinator
- Opens/Closes the Sanctuary & Buildings and makes the coffee on Sunday Morning
  - Coffee Guy (Sunday Sexton)
- Opens the RE classrooms
  - Director of Religious Education (DRE)
- Organizes special fundraising events
  - Stewardship/Fundraising Committee
- Plans Stewardship (Fellowship) Dinners
  - Stewardship/Canvass Committee
- Plans summer worship
  - Worship Committee
- Plans Social Activities (Spring Fling, parties)
  - Social Activities Committee
- Plans the Sunday Forum program
  - Social Action Committee or Adult Education/Forum Committee
- Provides flowers for the Sanctuary
  - Worship Committee
- Provides information on budget funds available for program committees
  - Treasurer
- Publicizes denominational events (conferences, SWUUSI, General Assembly)
  - Denominational Connections Committee
- Puts a summary of Council minutes in the newsletter
  - Council Scribe
- Recruits Greeters
  - Membership Committee
- Recruits Religious Education (RE) teachers
  - Director of Religious Education (DRE), Youth Religious Education (YRE) Council
- Stocks information and brochures for guests/visitors at greeter station and in brochure racks (Channing-Murray building hallway and patio)
  - Membership Committee
- Sells scrip gift cards
  - See Church Leadership Roster
- Supervises landscaping
  - Grounds Committee
- Takes minutes at Congregational Meetings
  - Board Secretary
- Writes welcome letters to visitors
  - Church Office Administrator

**2. How to Change Information in the Church Directory**

Send an email to [fuucsa@sbcglobal.net](mailto:fuucsa@sbcglobal.net) or call the church office, 210-344-4695, and provide the correct information.

**3. How to Get an Article in the Newsletter**

The Newsletter is published once a month during the last week of the preceding month.

Submission deadlines fall on the Friday before the publication date. Articles, announcements, event updates, etc. can be submitted to the Newsletter Coordinator (see *Appendix 1: Church Leadership Roster*) in the following ways:

1. The preferred manner is for the author to type the information into a Microsoft Word file and e-mail the document to Newsletter Coordinator.
2. Submissions can also be typed or written in longhand and mailed to Coordinator's home. (See *Appendix: Church Leadership Roster* and Member Directory.)
3. For short announcements or pieces, the individual may call the Newsletter Coordinator by phone and give the information verbally.

An electronic version of the newsletter is sent via e-mail to those who prefer it. The church Web Master sends the electronic newsletter out to all who are registered on the First UU announcement listserve: [firstuu-announce@yahoogroups.com](mailto:firstuu-announce@yahoogroups.com) . The church Web Master also posts the newsletter on the church website at <http://www.firstuusanantonio.org> .

**4. How to Get an Announcement to the Membership**

Call the church office to get an item in the Sunday's order of service by 9:30 AM on Friday or in the next newsletter. Or post an e-mail to [firstuu-announce@yahoogroups.com](mailto:firstuu-announce@yahoogroups.com). Email announcements should pertain to congregational life and activities.

**5. How to Get a Nametag if Yours is Lost**

Contact the church office by calling 210-344-4695 or email [fuucsa@sbcglobal.net](mailto:fuucsa@sbcglobal.net) .

**6. How to Contact the Minister for an Emergency or Counseling**

Call the minister's cell phone or his church office (210-344-0743) and leave a message. The minister's email address is in the directory and on the web site. If it's an emergency and you can't reach the minister, call the church office 210-344-4695.

**7. How to Implement an Idea**

Contact the director of the area that has the responsibility and/or committee chair (see *Appendix: Church Leadership Roster*) and propose the idea and submit in writing.

**8. How to Rent Space for Another Organization**

Call the church office. Church members who rent space for another organization they belong to pay half the usual rental price for a one-time rental. Ongoing rentals are approved by the Church Office Administrator and Director of Administration. See *Appendix: Rental Rates and Rental Policies* for further information. Space assignments are reviewed regularly by the Church Office Administrator and are reported to the Council and Board.

**9. How to Donate Flowers for the Sanctuary**

Sign up on the rolling bulletin board on the patio or contact the Worship Committee Chair.