

## HOW THINGS GET DONE

University Congregational United Church of Christ



### Administrative Staff

<b>David Anderson</b>	Business Administrator	[ <a href="mailto:DAAnderson@universityucc.org">DAAnderson@universityucc.org</a> ]
<b>Tewolde Amelesom</b>	Weekend Custodian	
<b>Sunny Ayotte</b>	Membership Secretary	[ <a href="mailto:SAyotte@universityucc.org">SAyotte@universityucc.org</a> ]
<b>Cody Baggenstoss</b>	Evening Custodian	[ <a href="mailto:CBaggenstoss@universityucc.org">CBaggenstoss@universityucc.org</a> ]
<b>Mark Bails</b>	Bookkeeper	[ <a href="mailto:MBails@universityucc.org">MBails@universityucc.org</a> ]
<b>JoAnn Dunn</b>	Office Coordinator	[ <a href="mailto:Office@universityucc.org">Office@universityucc.org</a> ]
<b>Carolyn Erickson</b>	Accounting Assistant	
<b>Kris Garratt</b>	Administrative Asst for Christian Ed.	[ <a href="mailto:KGarratt@universityucc.org">KGarratt@universityucc.org</a> ]
<b>Galen Hesson</b>	Head Custodian	[ <a href="mailto:GHesson@universityucc.org">GHesson@universityucc.org</a> ]
<b>Margaret Irribarra</b>	Youth Ministry Program Assistant	
<b>Barbara Long</b>	<i>Church &amp; Home</i> Editor	[ <a href="mailto:ChurchandHome@universityucc.org">ChurchandHome@universityucc.org</a> ]
<b>Margaret Rose</b>	Pastoral Care Program Assistant	[ <a href="mailto:MRose@universityucc.org">MRose@universityucc.org</a> ]
<b>Juanita Watt</b>	Wedding Coordinator	[ <a href="mailto:JWatt@universityucc.org">JWatt@universityucc.org</a> ]
<b>Rhonda Watt</b>	Reception Coordinator	
<b>Samuel Yohannes</b>	Childcare Custodian	

### Staff Liaisons

<b>David Anderson</b>	Communications & Public Relations Board; Stewardship & Finance Board; Facilities & Equipment Board; Planned Giving Committee; Investment Committee. Full time: M-F	[ <a href="mailto:DAAnderson@universityucc.org">DAAnderson@universityucc.org</a> ]
<b>Catherine Foote</b>	Board for Elementary Education and Fellowship; Adult Education Board; Board for Preschool Education and Fellowship; Education Ministry; Library Committee; Parish Life Ministry; Pledge Campaign; Seabeck Committee; Women's Retreat. Full time: Regular day off - Friday	[ <a href="mailto:CFoote@universityucc.org">CFoote@universityucc.org</a> ]
<b>Peter Ilgenfritz</b>	Church Council; Youth Ministry; Worship and Music Board. Full time: Regular days off – Wednesday and Thursday	[ <a href="mailto:PIlgenfritz@universityucc.org">PIlgenfritz@universityucc.org</a> ]
<b>Don Mackenzie</b>	Church Council; Justice and Outreach Ministry; Senior Retreat; Nominating Committee; University District Interfaith Alliance; Pastoral Care Coordination; Staff Meeting Convener; Stewardship Ministry (including Personnel). Full time: Regular day off – Friday	[ <a href="mailto:DMackenzie@universityucc.org">DMackenzie@universityucc.org</a> ]
<b>Robert Scandrett</b>	Worship and Music Board.	[ <a href="mailto:RScandrett@aol.com">RScandrett@aol.com</a> ]
<b>George Meier</b>	Interim Process Committee.	[ <a href="mailto:GMeier@universityucc.org">GMeier@universityucc.org</a> ]

## **Church Office Hours:**

Monday—Friday 9 am—4 pm  
Sundays 8:30 am—12:30 pm

## **Mailbins for Board/Committee/Officer/Staff—to use for information and leaving messages.**

- Are in the “mailroom” directly across from the office door.
- Used for all non-urgent communication.
- **Chairpersons: Please check your box every Sunday and before meetings.**

## **Calendar, Room Assignments, Set-up, Equipment**

- Please contact Office Coordinator, JoAnn Dunn, (206)524-2322. She schedules meetings and events and assigns rooms; she also prepares the weekly calendar. Consult her in advance if you need to add or change something, and advise her of cancellations.
- If you need special room set-up, please confer with JoAnn one week ahead of time.
- To reserve audio-visual equipment, please talk with JoAnn.

## **Minutes for Mailings**

- Be sure that the office and the Nominating Committee (mailbin in mailroom) has a current roster of your board/committee/group, with an asterisk by the name of the Chair.
- Deliver copier-ready minutes to the office as promptly as possible. Be clear about any attachments. Include at the top of the minutes a reminder of the next meeting date.
- Meeting notices (submitted in copier-ready format) will be sent on request *if there is a special reason*. Normally these would be integrated into monthly board mailings.
- For any special mailings or projects requiring logistical support, *confer with your leadership staff liaison*, who will schedule the work in consultation with the office staff. Paper and printing will be charged to your board/committee/group.
- The office staff aims for a one-week turnaround on mailings, so plan on a one-week lead time.

## **Sunday Mornings**

- Office hours are 8:30am-12:30pm.
- Sundays tend to be very busy for the person on duty and for leadership staff.
- If possible, limit Sunday office visits to mail pickup, minor photocopying, etc., and conduct talking and major business elsewhere or at other times. Thanks!
- You may request staff to do appropriate photocopying one week before for Sunday pickup.

## **Sunday Announcements**

[[Bulletin@universityucc.org](mailto:Bulletin@universityucc.org)]

- Bulletin announcements: deadline: noon Monday for the following Sunday. Put copy in *Sunday Bulletin* box in the bin in the mailroom or e-mail. Bulletin announcements should be for activities of the congregation happening in the coming two weeks. Maximum length: four to six lines; longer items should go into *Church & Home*.
- Be sure your name and phone number are on the copy for questions/verifications.
- Verbal announcements are limited to events of general interest for which details are printed in insert. Contact the minister handling the service before Wednesday.

## News for Church & Home

[[ChurchandHome@universityucc.org](mailto:ChurchandHome@universityucc.org)]

- Put copy (typewritten, double-spaced) in the *Church & Home* box in the mailroom.
- Be sure your name and phone number are on the copy for questions/verifications.
- Deadline is noon, Monday, approx. two weeks prior to Sunday edition date.
- Please be concise! Items may be edited due to space considerations.
- **“As I See It” columns are coordinated by Margaret Rose**, phone 425-867-9189.  
Length: 350 words.
- Extra inserted flyers mailed in *Church & Home* must: 1) have been approved by one of the clergy staff; and 2) be scheduled in advance with JoAnn Dunn, the Office Coordinator. Paper and printing will be charged to your board/committee/group.

## Special Bulletin Announcements

- Coordinate with clergy staff liaison, and give Kris Garratt notice by noon Monday for the following week.
- Paper and printing will be charged to your board/committee/group.

## Sunday Morning Narthex Tables

- To publicize an event, distribute literature, take reservations, etc.
- To request a table, **talk with JoAnn Dunn, Office Coordinator, by Wednesday.**
- Request an easel if needed; provide your own poster.
- There are a limited number of spots available.

## Handling Money from Sales, Reservations, etc.

- Permission for a fund-raiser must go through David Anderson, who will take the request to the Stewardship & Finance Board for approval. The request must be received at least one month before the date of the fundraiser.
- Confer with David or Mark Bails, Bookkeeper, in advance regarding the account to be used.
- Request a metal money box, if needed. Provide your own change; the Sunday counters cannot provide change from the offering.
- Label money clearly and leave with receptionist on duty **by noon** that Sunday.

## Financial Reports and Check Requests

- Mark Bails, Bookkeeper, will put monthly financial reports for board/committee/group in chairperson's mailbin. Chairperson should copy and distribute as needed.
- Report shows budget expenses to date and status of any other relevant funds. Direct questions to leadership staff liaison or Mark Bails.
- Please **route check requests through your staff liaison.**

## Membership: Transfers, deletions, deaths, change of address, etc.

- Any parish information, such as transfers of membership, copy requests for baptism verifications, membership letters, etc., should start with one of the ministers, or with Sunny Ayotte, Membership Secretary, who will notify the ministers immediately. Changes of address or other directory information can go directly to the Membership Secretary.

## Building Matters

- Consult the church office regarding repairs, work parties, borrowing or moving furnishings, or other building management matters.
- The building is open at 8am weekday mornings and locked at 6pm. The building is locked weekends unless there is an event. Arrangements for entering the building on weekends need to be made through JoAnn the week before.
- Please finish meetings by 9:00pm so the building can be secured and locked on time.
- Meetings are booked per the regular schedule. **If there is a change in date, time, or a cancellation, please call the office, 206-524-2322, to change the schedule.** Saturday events are limited and should be scheduled well in advance to coincide with custodial hours.
- If you are in the building and have emergency needs when the office is closed, look for the custodian on duty. Work with JoAnn Dunn, Office Coordinator, for weekend events.

## Security

- Don't leave valuable items exposed in your car.
- Lock up purses, satchels and valuables—even in the building, or keep them with you at all times.
- Offer to help people you see in the building who look lost or seem to be wandering.
- Be sure doors are not propped open.
- Keep an eye out for unusual situations.
- Call 911 if you are concerned for your safety or have had a theft.

## Parking

- The Parking sign-in table is located in the main floor hallway north of the office door.
- Parking is available only while you are right here on site; there is not enough parking for people to leave their car to go downtown or elsewhere in the University District.
- Your car is subject to impound (and the associated fees) without further warning unless you sign in every time with the correct stall number, your correct license plate number, and your destination or program while here on site.
- Be sure to observe the parking restrictions and limits on 16th; cars parked there overtime or illegally are also subject to tow without further warning.
- Please use Lot C (the corner of 45th and 15th) only if there is no parking available in Lot A or elsewhere and **remember to sign in every time—including evenings.**



UNIVERSITY CONGREGATIONAL  
UNITED CHURCH OF CHRIST



4515 16<sup>th</sup> Ave. NE Seattle, WA 98105-4201

Phone 206-524-2322 ☐ Fax 206-524-0602

[www.universityucc.org](http://www.universityucc.org) ☐ [office@universityucc.org](mailto:office@universityucc.org)