

How Do I...

2006-2007

FIRST UNITARIAN CHURCH OF OAKLAND SHORT-CUTS TO CHURCH PROGRAMMING

INCLUDES:

- ❖ ROOM RESERVATION REQUESTS
- ❖ KEYS TO THE CHURCH
- ❖ CHURCH PUBLICATIONS
 - *SOWER* (MONTHLY MAILED NEWSLETTER)
 - *CHALICE CHATTER* (E-NEWSLETTER)
 - ORDER OF SERVICE (OOS)
 - ORDER OF SERVICE INSERTS
 - MATERIAL PREPARATION
 - DEADLINES
- ❖ USE OF OFFICE EQUIPMENT
 - COPYING AND PRINTING REQUESTS
- ❖ COMMITTEE/MEETING SUPPLIES
 - USE OF OFFICE EQUIPMENT
 - PAPER GOODS
 - CHILDCARE FOR MEETINGS
- ❖ CHILDCARE FOR SPECIAL PROGRAMS / EVENTS / MEETINGS
- ❖ CHURCH KITCHEN USAGE
- ❖ REIMBURSEMENT REQUESTS
- ❖ CHURCH SECURITY AT NIGHT
- ❖ IN CASE OF AN EMERGENCY (AFTER CHURCH OFFICE HOURS)

ROOM RESERVATION REQUESTS

Our church is a shared space for many church meetings and events, as well as community events. Currently the church sexton is available for all-church functions *only* (such as worship or all-church meetings) and for community groups who rent our space (for an additional fee). For all other functions, including committee and council meetings, care of the space is the responsibility of those using it. The following guidelines will help make sharing this space as smooth as possible:

- Email the facilities/rental manager to make a room reservation at rentals@uuoakland.org. The earlier you do this, the greater the likelihood will be of getting the room you want. Please make reservations as far in advance as possible – preferably three or more weeks.
- Your email request should state; a) date/time, b) number of anticipated participants, c) type of event (meeting, activity which needs room for movement or small group activity, etc.) and d) need for privacy (i.e. 3rd floor open area is not appropriate for some events).
- Your reservation is confirmed only after the facilities manager has emailed a confirmation back to you. The facilities manager will attempt to respond to all reservation via email within three office days after receipt of the email request.
- If you do not have a church entrance and/or room key, make arrangements with your council convenor, committee chairperson or program event organizer to gain entrance into the church and your reserved room.
- If you plan to re-arrange a room's furniture, please return the room to its original configuration at the close of your meeting. Particular attention should be paid toward protecting the surface of the oak tables in Starr King—these tables are quite heavy and valuable. Caution should be used when moving the tables. When needed, the tables should be covered to protect them from messy or damaging activities.
- Please do not eat or drink in Hamilton Hall (sanctuary) or the narthex.
- Leave the room at least as clean as you found it. This includes:
 - Remove all materials (i.e. paper on walls) from the room.
 - Return easels to the easel cupboard (near the 1st floor drinking fountain).
 - Wash, dry and put away dishes, including coffee pots (please ask facilities manger for procedures).
 - Sweep if necessary (broom and dustpan are in the kitchen).
 - Turn off lights and heat, including lights in other parts of the building if you are the last one to leave the church (see locking procedures).
 - Lock the room when you leave, and make sure the front door of the church is locked, if you are the last one to leave.
- If it is impossible to clean something sufficiently (a spill on the carpet, candle wax drips, etc.) please notify the facilities manager as soon as possible.

KEYS TO THE CHURCH

Keys are distributed on an as-needed basis. In order to safeguard our property and staff, strict key control is prudent:

1. Requests for a church master key should be made to the facilities manager. A demonstrated/required need for the key must be presented. All council/committee leaders are eligible for a front door key which can be shared among the group's membership. A limited number of one-time usage (i.e. for a single event) keys are available from the church office with prior approval. A convenor/committee leader will need to authorize the issue of a key to anyone representing their group.
2. All keys must be signed out on a Key Issue form from the facilities manager.
3. Immediately report any lost or broken keys to the facilities manager.
4. Do not loan or duplicate your key.

When leadership responsibilities are relinquished, the key holder is required to return the key to the facilities manager and sign the key in on the Key Issue form.

CHURCH PUBLICATIONS

All submissions should pertain directly to church programs, activities, or community life and may include information about Unitarian Universalist Association or Pacific Conference District activities.

All submissions must have a contact person and means of contact (phone number, church mailbox, email address, etc.). In cases in which no contact person is provided in the article, the name of the person submitting the article will be published. The use of acronyms is strongly discouraged as it creates a sense of exclusiveness. Hence please avoid FUCO, LEAP, ET, CUFL, PCD, RE and OOS in your submissions.

All materials submitted should be in final form and are subject to review and editing—to avoid editing, make your article concise and clear. Late submissions are not guaranteed publication. Articles exceeding the word limit may be rejected and risk not being printed at all.

It is beyond the scope of our office staff to “write up something” for submission to the *Sower*, the *Chalice Chatter* or the Sunday order of service, or to create an insert. Announcements cannot be taken over the phone.

THE SOWER NEWSLETTER

The *Sower* focuses on issues and themes affecting the congregation. This includes, but is not limited to short feature articles and announcements from the ministers, councils and committees, Board of Trustees, church staff and district and denominational news. The newsletter typically includes events spanning an entire month.

Information for the *Sower* should be written in a lively yet straightforward format with most important information written in the lead paragraph. Articles must be typewritten.

Submissions are sent via e-mail to sower@uuoakland.org, preferred or on computer disk / CD, fax or paper submissions will also be accepted. *Sower* submissions are restricted to a **250 word limit**. Keep in mind that long news items may be serializing over several months. Feature contributors (i.e. ministers) and *Sower* first-page lead articles (large fundraising events, special church events, etc.) are not bound to this word limitation.

Deadline

Sower deadline is 4 PM on the 10th of each month for the forthcoming month's issue. Submissions should be emailed to sower@uuoakland.org. The *Sower* is published ten times a year; September through June. It is posted on the website by the first of the month and mailed via U.S. Postal Service using the bulk rate. Its arrival in homes varies.

THE CHALICE CHATTER, E-NEWSLETTER

The *Chalice Chatter* e-newsletter focuses on information about the church with priority given to information about events in the immediate future. The announcements must be brief, digested information. Word limitation per submission to **50-80 words (3-4 typed lines)**. Please submit to enewsltr@uuoakland.org.

Deadline

Chalice Chatter email announcements are due Monday at 9 AM of the week it is to appear. The *Chalice Chatter* email announcements are posted bi-weekly from September – June and every three weeks in the summer. There is no *Chalice Chatter* during the last week in December.

ORDER OF SERVICE

The order of service (OOS) announcements should focus on information about the church with priority given to information about church events occurring that day and in the immediate future.

Order of service submissions must be brief and digested information. These submissions should be sent to oos@uuoakland.org. Please keep the word limitation per submission to **50-80 words (3-4 typed lines)**. There is no guarantee that any order of service submission will be repeated more than three times due to frequent space limitations.

Deadline

Submissions for the Sunday order of service is no later than Wednesday at 9 AM of the week it is to appear. Advanced notice of a change in the deadlines will be given at least one edition prior to the scheduled change.

ORDER OF SERVICE: INSERT PREPARATION

Creating and producing a half-page insert for the Sunday order of service is the responsibility of the group wishing the increased attention/notice via the Sunday order of service. Inserts may occasionally be placed in the Sunday order of service with the following restrictions:

- 1) Advance reservations and confirmation are required at least two weeks prior to the date needed.
- 2) Priority is given to major events (i.e. church auction, stewardship campaign, fundraisers, etc.)
- 3) Only one insert per event will be allowed and typically only one insert will be allowed per week.
- 4) Space for inserts is limited to a half-page single side. Please contact the church administrative assistant at office@uuoakland.org to have a **sample insert template emailed to you**. (Rare exceptions to this may be made for denominational or district mailings or church activities covering an extended period of time (i.e. adult/children religious education).
- 5) Design and layout are the responsibility of the submitter and must be emailed or brought on disk as a Word document to the office no later than 9 AM the Wednesday of the week it is to appear. Please contact the church administrative assistant at office@uuoakland.org to have a **sample insert template emailed to you**.
- 6) The office reserves the right to place additional information on the reverse side of single sided inserts.

USE OF OFFICE EQUIPMENT

The office copier is available to councils, committees and groups who have been given a copier account (see *Copying and Printing Requests*) and is available for use during normal church office hours, Mon.-Thurs. from 10AM – 4 PM. It is best to call ahead to see if the copier is available.

Please be conscientious about borrowing and/or using materials (i.e. tape, staplers, scissors) from the office without prior approval. If borrowing an item, please return the material to the office as soon as possible.

The telephones can be used for short, local phone calls. Due to the sensitive materials that the office computers contain, the computers are not for use beyond the staff.

COPYING AND PRINTING REQUESTS

Programming groups may reproduce activity-related materials on the church copier during office hours, Mon-Thurs. from 10AM-4PM. It is best to call ahead to see if the copier is available. Thursdays are typically not available for copying. The office will supply paper for

copying. We ask that you copy on both sides of the paper whenever possible. Most reproduction should be done on white paper because it is less expensive. No extra charge is levied for use of color paper but groups are asked to be good stewards of colored paper given its higher purchase price.

Copying costs will be charged to your council/committee /group programming budget through programmed codes. Each church group is assigned a copy machine code which helps the office track copying costs of everyone who uses the copier. The copy codes with resulting monthly charges will help each of us be better stewards of the church's funds and help motivate us to use less paper.

Briefly, copy costs* are:

One-sided black & white copy, \$.05

Double-side black & white copy, \$.10

One-side color copy, \$.50

Double-sided color copy, \$1.00

*For comparison, Copy Central print shops charge 7.5 cents per black and white copy and \$1.10 for each one-sided color copy.

COMMITTEE/MEETING SUPPLIES

The budget of the church is set at the beginning of each fiscal year (January-June). Each programming unit (council, committee, task force, etc) has a budget determined by the Council of Convenors or the governance body to which it reports (i.e. Board, Executive Team). Each group is responsible for purchasing its own supplies. All expenses during a programming year have to fit into the framework of the council/committee/group's annual budget.

See *Use of Office Equipment* for more information on the use of any office equipment for meetings.

PAPER GOODS FOR MEETINGS

The church does not purchase paper goods (napkins, paper plates, cups, plastic utensils, etc) for general use. All paper products kept in the kitchen have been purchased by and are for the exclusive use of AA (a Monday thru Friday room usage group) and the Sunday lunch program. All groups must provide their own supplies.

CHILDCARE FOR SPECIAL PROGRAMS/EVENTS/MEETINGS

Due to the church's policy that *no individual should be prohibited from participating in or volunteering for an activity due to the lack of childcare* it is the group's responsibility to make accommodations for attendees who bring their children to church gatherings. Dorothy Paul and Nanci Armstrong, our Sunday child care providers, may be available upon request and their availability. Standard charges for Dorothy and Nanci are \$15 an hour. Some groups have hired church teenagers. Our teenagers are typically paid \$10 an hour.

Please call at least one week in advance with specific dates and times. Should the expressed child care need be extremely low (i.e. only one or two children) the group may offer to pay for the childcare at the child (ren)'s home. All childcare costs come from the sponsoring group's budget. Groups may also solicit funds from participants to pay for the required childcare.

CHURCH KITCHEN USAGE

The kitchen is a shared space and you may have to share the room with another church or rental group. Rental groups must state their interest in using the kitchen on their rental contract. For any use other than coffee or tea service, church groups must contact the Facilities/Rental Manager to reserve the kitchen.

The church does not employ a custodian who is responsible for cleaning the kitchen after every church gathering, hence each individual /group is responsible for the following.

1. All used cups, glasses, silverware, coffee pots and teapots should be washed, dried and put away.
2. To maximize kitchen storage, the majority of ceramic dishes and kitchen pans have been relocated to the basement for storage. If your event requires the use of ceramic plates, bowls and other kitchen accessories the Facilities/Rental Manager needs one week's notice. It is the user's responsibility to wash and dry all items used.
3. If your event requires using the dishwasher, please wait until the machine has completely cycled and stack the clean, dry dishes on the counter.
Do not leave them in the dishwasher.
4. Make sure the stove burners and ovens are turned off.
5. Wipe counters clean and sweep the kitchen floor.
6. Turn off all lights and close the counter roll-up door.
7. Lock all doors leading into Wendte Hall including the door leading to the side patio.

REIMBURSEMENT REQUESTS

Green forms called Check Request and Reimbursement Voucher are used when requesting reimbursement or payment of a bill. The forms are in the office in a manila folder on the volunteer desk by the office window.

Reimbursement

The person(s) making expenditures should keep all receipts to submit with the completed reimbursement form to the church manager. The form must be signed by the account's designated authorized signatory before the reimbursement form is submitted. It is not the office's responsibility to secure the authorized signature.

Check Request

The same green reimbursement/payment form must be completed with the accompanying documentation for how much and to whom the check should be written. Information stating which account(s)/budget line(s) should be debited for the check sum is also needed. The form must be signed by the account's designated authorized signatory before the check request will be honored. It is not the office's responsibility to secure the authorized signature. Expect reimbursement/checks in the mail within two to three weeks.

CHURCH SECURITY AT NIGHT

When closing the church the following procedures need to be followed. Specifically,

First Floor Front Lobby

Lock both doors, turn off all lights.

Sanctuary

Check all doors; turn off all lights except the night light by electrical panel. Check heat.

Wendte Hall

All doors locked (be sure to check the patio door); all lights off. Check heat making sure it's off.

Kitchen

Door to hallway locked and all lights off. Check oven/stove to make sure it is off.

Hallway and Lobby

Check back door by women's restroom; close elevator fire door, check both restroom lights.

Note: security night lights in lobby and restrooms will remain on.

Starr King Room

Door locked, lights and heat off.

Second Floor Classrooms and Adeculia

All room doors locked; lights and heat off. Elevator fire door closed.

Third Floor Offices, Library and All Other Spaces

All room doors locked; lights and heat off. Elevator fire door closed.

IN CASE OF AN EMERGENCY (AFTER CHURCH OFFICE HOURS)

Police Emergency: **911**

Non-emergency reports, questions: 510-777-3333

Fire Emergency: **911**

Non-emergency reports, questions: 510-238-4000

Poison Control: 1-800-222-1222

Elevator emergency: 1-925-484-5050

*Being locked out of the building for a program is NOT an emergency. Please contact your council convenor, committee chair, or program organizer for assistance.

Facility Emergency (burst water pipe, broken exterior door, fire, etc.)

- Stefan Schneider, Facilities and Rental Manager
 - Home: 510-524-1417
 - Cell: 510-292-6576
- Charla Weiss, Church Manager
 - Home: 510-923-1275
 - Cell: 510-205-3619 (for emergencies only)

Please do not call staff at home or on their cell phones except for dire emergencies.

There is a first aid kit located in the first floor kitchen in the cabinet immediately across from the refrigerator. There is also a kit located in the 3rd floor kitchenette in the cabinet above the sink.