



South Church

A Unitarian Universalist Congregation — Affirming the Worth and Dignity of All People

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Need To??

A guide for navigating the use of South Church's resources

General Church Information for Committees and Groups

At South Church we are committed to open and accessible leadership practices. One of the most basic steps we can take towards that goal is to be clear about who does what. Therefore we ask that every committee and task force provide the office with the following information: who is the chair/convenor, who are the regular members of the committee, when and where you meet. This information should be updated yearly, or whenever a significant change occurs. Each January, at the start of our fiscal year, many committee members and chairs change. This might be a good time to send the information to office@southchurch-uu.org so our database can be updated and we can direct inquiries about the work of your group to the right people.

When is the office open?

9-4 Tuesday, Wednesday & Thursday.

Need to schedule a room?

1. Send an email to office@southchurch-uu.org.
2. Details to include:
 - * Date needed
 - * Start and end times
 - * Room preference
3. To schedule regular meetings (usually for one church year):
 - * Include information in the following form: 3rd Wednesday of every month or every other Sunday, etc. Please include a start and end date for these continuous meetings.
4. The office staff will check the availability of your request and get back to you as soon as possible. They might suggest another room if the one you requested is already booked. If the space you request is unavailable, they will work with you to find another time and place.
5. Please make your request as far in advance as possible.
7. Meeting in any church facility without reserving the space with the church office may result in interrupted meetings and breaches of building security.
8. You must secure the building after. Please leave the room clean. Trash can be disposed of in our dumpster (location is listed in the kitchen).

Need building access for your meeting?

1. When you schedule a meeting or work project through the proper channels, you will receive a building access code.
2. Stop by the office or call during regular business hours (9-4, Tuesday-Thursday) to get a code.

3. Codes are good for the time you have reserved and will expire. Let the office know if you need a longer term code.

Need to know when and where a meeting or event is taking place?

1. Check the weekly building calendar posted on the office window and by the side door.
2. Check our web site <http://www.southchurch-uu.org>

Need to submit an article for the NUUS*flash* or Bulletin?

1. Please read the policies on our web site <http://www.southchurch-uu.org/NewsletterSubmit.html> or from the office staff (it is too long to include here).
2. Deadline for the NUUS*flash* is the 10th and 25th of every month.
3. We publish an expanded calendar of events on the back of the Order of Service. If your committee has an event coming up, please forward a brief notice and we will include it. That way you don't have to worry about the timing – just send the notices to us as soon as you have them.

Need to make photocopies for your committee or church event?

1. Committees are responsible for providing their own agendas, notifications, and minutes.
2. Copies may be made on the church copier.
3. The copy machines cannot be used to make copies for outside groups; church business only, please.
4. If you will be making more than a few copies, please schedule a time with the office.
5. Committees are responsible for making their own copies of brochures.

Need to send postcards or do a mailing for your committee?

1. The office staff will produce labels for your mailing (please allow at least one week's notice).
2. The office can supply envelopes and other mailing materials with notice.
3. Any supplies and postage will be charged to your committee's budget. (where applicable).

Need reports or detailed information from the office?

1. Please call and set up a time to work with the staff. Requests can be handled, but not on short notice.

Need to know where your committee's mail is?

1. Messages and other important information are frequently left in the mailboxes by staff members and members of the congregation. We strongly encourage you to check your mailbox before each regularly scheduled meeting. Often important information is lost to groups simply because they forgot to check their mail. In our electronic world, it is easy to forget that sometimes snail mail still matters.
2. Mail boxes are located in the "Harry Potter" closet under the stairs.

Need to be reimbursed for a committee expenditure?

1. Complete a voucher form, and attach all receipts (forms are available in the office).
2. The voucher must be signed by the committee chair or designee.
3. Turn this in to the administrator. A check will be mailed during the next check run.

Need to know about your committee's budget?

1. Many committees have a budget; check with the Administrator if you are not sure about yours.
2. For information on account expenditures or budget status, contact the bookkeeper.
3. A report on account activity is provided to committee chairs monthly upon request.