

## OFFICE GUIDELINES FOR COMMITTEES & GROUPS 2017-2018

- ❖ Office Hours are Monday – Wednesday 9 AM – 3 PM & Thursday 9 AM - 2 PM (Staff Mtg Mon 10 am - noon - phones are not answered during staff meetings)
- ❖ In the event of the Office being closed during the week due to weather or other factors, a message is left on the church voicemail - see other side for Cancellation and Closing Policy.

### Deadlines:

- ❖ **The UUCW Message:** deadline for articles and flyers is **9 AM on Monday**. Please submit your article by email. You must write your own article. See other side for UUCW Message and Weekend Reminder Submission Guidelines.
- ❖ **The UUCW Nugget:** The Nugget, which is the weekly thought piece written by church staff or lay leaders, has a deadline of **9 AM on Tuesday**. Please contact Aaron if you wish to write a Nugget.
- ❖ **Order of Service/Weekend Reminder** deadline is **9 AM on Wednesday**. See other side for UUCW Message and Order of Service/Weekly Reminder Submission Guidelines.

### Scheduling/Use of Building:

- ❖ If possible, try to agree upon a regular meeting date for your committee. Once you let me know (for ex., the third Thursday of the month from 7 - 9 pm) I will add it onto the calendar for the remainder of the year. If you know that you are not meeting on a particular month (including summer months), please let me know that as well, as soon as possible, as someone else may be able to use the space.
- ❖ If you are unable to decide on a regular monthly meeting time, you must inform the office **each time you schedule a meeting**. The best way to do this is with email. I will respond back to you letting you know if your space is available. The meeting schedule is kept up to date on the church Google calendar, which you can view the link at the bottom of the weekly UUCW Message.
- ❖ Do not schedule any event or meeting, **no matter how small**, until you have checked with the office to determine if the space is available. **Please meet in the space to which you have been assigned.**
- ❖ If events or meetings, including regularly scheduled meetings, are cancelled or postponed, please let me know as soon as possible so that I can free up that space on the calendar for others to use.
- ❖ Make sure all doors including the back door and windows are closed and locked after each meeting. Please turn off all lights as well. **If you have unlocked any door, it is your responsibility to lock it when you leave, even if there are other people still in the building.**
- ❖ Please note: Religious Education and Fellowship space, including the hall and kitchen, are reserved until after the services on Sunday. No other church events will be scheduled in these spaces during those times.
- ❖ See other side for regularly scheduled UUCW and community groups. When community groups are in session, **DO NOT DISTURB** them for any reason except for building emergencies. This is part of our arrangement with those groups. Private rentals are viewable on the church Google calendar and also should not be disturbed for any reason other than a building emergency.
- ❖ All committee heads can acquire a key for the length of their term in office. A deposit of \$10.00 per key is required. Return the key when your term is finished and the deposit will be returned. Keys are in short supply, so please return them.
- ❖ Office support is available on a limited basis for some committees. Please check with me as early as possible if you have a project, you believe you need office support on. My office hours are limited. Any expenses incurred during the project will be applied to your committee (for ex. postage and paper, if a mailing is done).
- ❖ Website submission guidelines and instructions will be distributed pending continued development of the website.

**Jennifer Landry, Office Administrator, [office@uucworchester.org](mailto:office@uucworchester.org)**

## **UUCW Message and Order of Service/Weekly Reminder/Sunday Slideshow Submission Guidelines.**

- ❖ Weekly UUCW Message deadline for articles is 9 am on Monday. This deadline is firm as the UUCW Message goes out for editing by 1 pm on Monday afternoon.
- ❖ Please send me a short, concise article, not just a list of details as I will not write the article for you.
- ❖ Please submit articles by e-mail to [office@uucworchester.org](mailto:office@uucworchester.org) as a PDF, plain text (.txt), Microsoft Word (.doc, docx) or Open Office Writer (.odt) attachment.
- ❖ PLEASE NOTE that all submitted articles will be put under a byline based on the name and e-mail address of the submitter. If the byline should be other than the name and address of the submitter, please indicate this in the e-mail.
- ❖ Weekend Reminder and Sunday Slideshow Deadline is 9 am Thursday. This deadline is also firm as the Order of Service goes to print at 10 am Thursday.
- ❖ Weekend Reminder articles are selected by the Office Administrator based on proximity to that Sunday and available space.

## **UUCW Cancellation Policy....in case of bad weather**

In case of severe weather on Sunday morning, please remember the following:

There are 3 possible levels of closing:

1. NO SUNDAY SCHOOL but REGULAR WORSHIP
2. NO SUNDAY SCHOOL and INFORMAL WORSHIP (Minister will be on site to meet with those who attend - no music)
3. ALL PROGRAMS CANCELLED (including evening programs)

In the event of severe weather, the decision to cancel will be made by 7 AM and will:

- ❖ be placed on the church answering machine which can be accessed by dialing (508) 853-1942 and selecting 4 from the menu
- ❖ be sent out to the RE family email list
- ❖ be placed on TV channel 5
- ❖ be placed online at [www.thebostonchannel.com](http://www.thebostonchannel.com).
- ❖ People may sign up at <http://www.thebostonchannel.com/closingssignup/index.html> to have closing information delivered to them by either email or a cell phone text message.
- ❖ Office closings through the week will also be put on the answering machine at menu item 4. Jen will, barring internet/power outages, be able to check e-mail and messages.

### **Regularly Scheduled UUCW Events**

**Board of Management** 3rd Monday, 6 - 8 pm, Meeting Room 1

**Adult Choir Rehearsal** Sunday, 8:40 - 9:45 am, Thursday, 7 - 8:30 pm Sanctuary

**Evening Book Club** 2nd Wed, 7 - 8:30 pm, Lounge

**Hooks & Needles Group** On Haitus

**Loaves & Fishes Food Pantry** 3rd Sat, 10 am - noon, Fell. Hall

**Lunch With the Minister & Book Grp** 1st Wed, Noon-2:15 pm, Lounge

**Meditation Group** Mon, 9:30 - 11 am, Lounge

**Men's Group** 2nd Fri, 7 - 10 pm, Fellowship Hall

**SNAP Team** Wednesday, 10 am - noon, Meeting Room 2

**Staff Meeting** Mon, 10 am - noon, DRE Office

### **Community Groups**

**Al-Anon Adult Children** Thurs., 7:30 pm, Lounge

**Alcoholics Anonymous (AA)** Fri., 8 pm, Meeting Room 2

**CentMA Lyme Support** 2nd Sat 1 - 3 pm Fellowship Hall

**Cerviatti Yoga** Mon., 6 - 8 pm, Fell. Hall

**Codependents Anon.** Tues., 7:30 pm, Meeting Room 1

**Debtors Anonymous (DA)** Tues., 7 pm, Lounge

**GWH Steering Comm.** 1st Mon 7 - 9 pm Fellowship Hall

**Greater Worc. Humanists** 2nd Tues, 6:30-9 pm, Fellowship Hall

**Jericho Road Board** 1st Wed 6 - 8 pm Meeting Room 3

**Joyful Noise Choir** Tuesday, 7 - 8:30 pm Sanctuary

**MidMass Narcolepsy** EO/2nd Sat 11 - 2 Lounge

**Overeaters Anonymous** Sat., 7:30 am, Lounge; 1st Sat, 8:45-10:15 am, Meeting Room 3

**Rainbow Lunch Club** 2nd & 4th Wed, noon - 2 pm Fellowship Hall

**S-Anon Group** Thurs, 6 - 7:15 pm Meeting Room 2

**Worc. Animal Rescue Lg** 3rd Wed, 7:30 - 9:30 am, Fellowship Hall

**Worc. Comm Drum Circle** Fourth Fri, 6 - 10 pm, Fellowship Hall