HOW OUR CHURCH WORKS: UPDATES TO BE ADDED WITH THE NEXT REVISION

**MAIL BOXES** **I. Administrative, E. Mailboxes [Revised 12.2016]**

Mail Boxexoffer a way to communicate within the congregation and to receive suggestions and information for various committees and groups.

* Items for Staff and Board may be dropped off in the basket on top of the Committee and Group mailboxes in the Committee Room. The Office Administrator will check regularly and deliver items to Staff and Board mailboxes at Judd House.
* Committee and Group mailboxes are located in the Committee Room in the church building.
* Items to be picked up by members and friends may be placed in the general mail box/basket on the counter in the Committee Room with the name of the person to pick it up clearly identified.  Please inform people when you leave something, and check to see if items have been picked up.

All staff, leaders and committee chairs are reminded to check boxes regularly.  These boxes are not intended to be storage spaces.  Please let the Office Administrator know if you would like an additional storage space for your committee supplies.

Mail Boxes listing is maintained by the Office Administrator.

Staff and Board: Basket on top of the Mailboxes. Listing is maintained by Office Administrator.

|  |  |
| --- | --- |
| Left Communications Facilities/Buildings and GroundsFinanceFundraisingGoddess/Earth CirclesHistoryLeadership Development MembershipMusic (Pianists)Pastoral Care/Caring Cooperative | RightPersonnel Religious Exploration Right Relations Seasoned SoulsSmall Group MinistrySocial ActivitiesSocial JusticeStewardshipWebsiteWorship |

**THE UNITARIAN UNIVERSALIST CHURCH DIRECTORY** **I Administration, H. Administrative Policies on Personal Information and Privacy, 12. UUCC Directory [new, 12.2016].**

* The Directory is published quarterly (such as September, December, March, June after Annual Meeting) by the Administrator from the UUCC data base.
* Each person is responsible for updating information with the Administrator.
* The Directory is sent to Members and Friends electronically as a PDF file.
* Members and Friends of UUCC may obtain printed copies through the Church Office.

**BULLETIN BOARDS II. Buildings and Grounds, A. Aesthetics [New 12.2016]**

Bulletin Boards provide information about UUCC and its work in the community and larger world, and Unitarian Universalism.

How Our Church Works: Bulletin Boards

* Purpose: To share information about UUCC congregational life and connect with the broader community.
* Delineation of bulletin board space is done by the Administrator in conjunction with the congregational leadership.
* Description of the content and the responsibility for a section will be posted for guidance in use of space.
* People who post onto the bulletin boards are responsible for removing items in a timely manner.
* Administrator checks bulletin boards regularly throughout the week and may remove items.

Bulletin Boards: Descriptions are maintained by Office Administrator

Foyer/Vestry:

Welcoming/Membership –Membership Committee

Church Leadership—Board

Social Justice --  Office Administrator,  Social Justice Chair

Religious Exploration – RE Staff and Sunday Morning Coordinators

Peace Jam  -- RE Staff and Youth Advisor

Fellowship Hall

Left: Community and Church Related News – Office Administrator, Other Members and Friends

Right: Buildings and Grounds – Facilities Committee

 Fundraising --  Fundraising

 Caring Community – Pastoral Care

Hospitality – Board Vice-President

Summer St. Entrance—Miscellaneous information -- Office Administrator, Other Members and Friends