

Who Does What?

A brief and evolving guide to UUCB staff responsibilities

Issue/Area	First Contact	Staff Contact
Announcements, Communication & Outreach	After approval of Program Chair (if applicable), send to Staff	Charis Domador connections@uucb.org
Breeze support (member & visitor database)	Lonnie Moseley (membership@uucb.org) trains people how to use the system to find people and create a directory	Charis Domador connections@uucb.org
Building Scheduling/Use	Check UUCB calendar: https://uucb.org/the-week-ahead-at-uucb/church-calendar-2/ Contact: Your Program Council Rep	Janae Heard Janae@uucb.org Will change soon to admin asst.
Child Care		Rev. Kathryn Jay Kathryn@uucb.org
Facility, Grounds and Maintenance Issues (repairs, hazards, etc):	Urgent (leak, toilet blocked, safety issue): Go to staff immediately Non-urgent: Submit Yellow Sheet/Facilities Request form: https://docs.google.com/forms/d/e/1FAIpQLSep-HHBwywqx-bx-AJlsqCxlARdOFX4-KlccTIUAhIvIEj12hA/viewform	Peter Barnholdt peter@uucb.org
Family Ministry Programs/RE	Carisa Orwig Carisaorwig@icloud.com	Rev. Kathryn Jay Kathryn@uucb.org
Finding a Program or Group	https://uucb.org/community/interest-groups/	Charis Domador connections@uucb.org
HR/Personnel	Janae Heard Janae@uucb.org	Rev. Marcus revmarcus@uucb.org
Memorial Wall/My Wishes		Janae Heard Janae@uucb.org
Music, Choir, & Guest Musicians		Bryan Baker bryan.baker@uucb.org

Key Management, Email Issues		Janae Heard janae@uucb.org
Name Badges & Membership		Charis Domador connections@uucb.org
Pastoral Care	pastoralcare@uucb.org	Rev. Marcus revmarcus@uucb.org
Pledge/Donation History & Questions	Deposit Team depositteam@uucb.org	Janae Heard Janae@uucb.org
Reimbursement Requests	Send form to your program chair, who approves and forwards to staff. https://uucb.org/wp-admin/admin-ajax.php?juwpfisadmin=false&action=wpfd&task=file.download&wpfd_category_id=1009&wpfd_file_id=105082&token=5d9bb8eadbdc7d9167c5ae8fe5d70f915&preview=1	Diana Steinbach financeadmin@uucb.org
Reservations & Rentals	For personal events or rental referrals, see https://docs.google.com/forms/d/e/1FAIpQLSfes7CpCSBvJ_QcUV-niiETdAuUrI0e9VsHOEkWdykZ4G2pg/viewform	CJ Miles rentals@uucb.org
Room Setup (Tables, chairs, A/V, etc.)	Submit Green Sheet/Setup form: https://docs.google.com/forms/d/e/1FAIpQLScbq1wk3eEA-PVixeybYxtfpVTlwXjE8ASVGtk62OQGVFfiCw/viewform	Peter Barnholdt peter@uucb.org
Volunteer Opportunities	Lonnie Moseley membership@uucb.org	Charis Domador connections@uucb.org
Website Information Management	Charis Domador connections@uucb.org	
Worship		Rev. Marcus revmarcus@uucb.org