

OFFICE PROCEDURES

Updated August 15, 2018

FALL/WINTER/SPRING Office hours are 9:00am-3:00pm T W Th F; Sundays 9:00am-1:00pm (Aug 15-June 14)

SUMMER Office hours are 9:00am-1:00pm T W Th F; Sundays 9:00am-1:00pm (June 15-Aug 14)

PURCHASES

Purchases for church use should be approved by the committee chair in charge of the budget from which the purchase will be paid. Receipts should be turned into the office, signed, with an indication of what the purchase was and from which budget line it should be paid (there is a form created by the bookkeeper that you fill out.) Our tax exempt number is 05-781967. Most businesses require the filing of a tax exemption certificate in order to waive paying sales tax. If your council or committee does not have a budget, please have a plan for how to pay for purchases. Confer with the office if something unforeseen arises.

SUPPORT FROM STAFF

The office staff is here to support our professional staff as well as the board of trustees, council, organizers and committees. We have a full week of work planned in keeping up with the needs of our busy church community.

Every day brings extra unscheduled projects and challenges. In order to allow us to respond to increasing demands, your help is needed.

DEADLINES

- Newsletter deadline is the 18th of each month; submissions to be emailed to news@unitarianlincoln.org. You should expect a response to your email indicating that it has been received. If you do not receive a response by the 20th of the month, please make a second contact by phone or an alternate email to ensure that your newsletter item will be included.
- Copies - One week's notice is requested for any committee work that needs to be generated by the office - this includes generating labels and postcards for mailings, complete mailings, copying or data entry. We appreciate the help of those committee members who assist by stuffing and labeling their mailings.
- Mailings - Two week's notice is requested for any mass mailings (over 50 items) or mail merging. Mailings over 200 pieces which are identical, can be sent using our non-profit bulk mail permit (resulting in significant savings per piece). Our copy equipment is capable of collating and folding most mailings, but it needs several hours to do so, and we must plan around other copying needs.

We appreciate your help in using these guidelines, and we will be as flexible as time and schedules allow.

Sensitive equipment and confidential data are kept in the church office. Access to the office during hours when the church is closed will be limited. We suggest that if you need to use office equipment you plan ahead so that we can help you during the week or on Sunday.

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