

Unitarian Universalist
Congregation of Phoenix

**Guidebook for Paid & Volunteer Staff
2019-2020
Program Year 2019**

4027 East Lincoln Drive
Paradise Valley, AZ 85253
Phone 602-840-8400
Fax 602-840-1588
www.phoenixuu.org
www.facebook.com/phoenixUU

January, 21, 2020

Dear Staff and Lay Leaders,

Welcome to the latest edition of *UUCP's Guidebook for Paid & Volunteer Staff*. In this book you will find information to help you with your committee and small group work.

This Guidebook is updated every program year and we welcome all suggestions and feedback for improvement. Is there something in here that you think we forgot to cover? Tell us! Are there instructions that don't make sense? Tell us!

Congregational Administrator

Administrator@phoenixuu.org

602-840-8400 ext. 202

Office Hours: Sun-Th 9:00 AM –5 PM

Mission and Vision Statements	5
Congregation Management	6
Paid Staff	6
Office Volunteers	6
UUCP Board of Trustees	7
Program Council	7
Congregational Themes	10
Team Deadlines & Important Dates for the 2019-2020 Year	11
Calendar of All-Congregation Events	12
Membership Portal - REALM	15
Member Login	15
Giving	16
Smartphone and Tablet Access	17
Small Groups	17
Events	17
Rental Events	17
Congregation Events	17
Planning	18
Request	18
Calendar Requests	18
Publicity	19
Announcements & Compass	19
Pulpit Announcement	20
Campus Signs	20
Mass Email	20
Facebook	20
Press Release	20
Campus Info	20
Accessibility Guidelines	20
Room Descriptions	23
Campus Rules	24
Good Steward Checklist	24
Campus Care - Buildings and Grounds	25
Request a Key	26
Mailboxes	26

WiFi Information	26
Staff Support	26
Childcare	26
How to Coordinate Childcare	27
Payment procedures	27
Sexton Support	28
Audio/Visual Equipment	28
Publications	28
Website	28
Annual Report	29
Accounting & Finance	30
Budgeting Process	30
Reviewing Expense Detail	31
Reimbursements	31
Deposit Non-Pledge Income	31
UUCP Building & Grounds Contacts	33
Appendix	34
Forms	34
Communication Checklist	34
Check Request Form	35
Money Collection Form	36
Joys and Sorrows	36
Rental Form	36
Calendar Request Form	36
Account Codes	37
Guide Book 2019 Fall - Google Docs	
Draft	1/2/2020 - 2

Mission and Vision Statements

Our mission:

*Welcoming all in building religious community, called to
share journeys,
grow in spirit,
advance justice.*

Our vision:

To be a spiritual community for our time:

*Theologically Diverse
Radically Inclusive
Justice Centered*

Covenant of Commitment to our Congregation

UUCP COVENANT OF COMMITMENT TO OUR CONGREGATION Adopted 2019

I am committed to the role our congregation plays in my religious exploration, and respect the shared ministry of each congregant, staff member, and minister, therefore:

- *I acknowledge and accept my role as a community member, approaching each encounter with curiosity; generosity, and patience with the process*
- *I honor differences as opportunities to learn;*
- *I listen to what others say;*
- *I do my best to communicate directly and with humility.*

I understand disagreement and conflict as an opportunity for growth, therefore:

- *I state my views with kindness directly to those involved;*
- *I say of another only what I would say to them;*
- *I am open to be changed by others;*
- *I practice both patience and fortitude;*
- *I remember to show gratitude to others for their contributions.*

I affirm our flourishing religious community, therefore:

- *I am generous with my talents, efforts, and gifts;*
- *I support those who take leader positions;*

- *I accept leadership when called and guide with love, warmth, and humor;*
- *I encourage positive development within our congregation, individually and collectively.*

Thus do I covenant.

Congregation Management

The Congregation Office is open Monday through Friday 9:00 AM to 5 PM. We recommend you call and arrange a meeting with the individual staff member if you would like to speak face to face. Each staff member has different office hours depending on their weekly schedule of meetings and events.

Paid Staff

Rev. Christine Dance	Lead Minister	623-201-7188	minister@phoenixuu.org
TBD	Congregational Administrator	623-201-7190	admin@phoenixuu.org
Katie Resendiz	Director of Children's Ministries	623-201-7189	katieresendiz@phoenixuu.org
Benjie Messer	Music Director	623-201-7196	benjiemesser@phoenixuu.org
Mary Cota	Accompanist	334-247-5958 (SMS)	msprice2@asu.edu
Manuel Gomez	Maintenance/Custodian	602-690-6541	manuelgomez@phoenixuu.org
Belinda Clark	Sexton	602-363-4553	
Rose Pascoe	Children's Ministry Assistant & Backup Sexton		rosepascoe@phoenixuu.org

Office Volunteers

Office Volunteers work three hour shifts Monday through Friday. They help answer phones, sort mail, update the membership database, welcome calls and letters to visitors, reminder calls for events and classes, as well as assist the staff in other office duties. You can email Office Volunteers at officevolunteer@phoenixuu.org or reach them at extension 200. This year's volunteers are:

Don Weir - Mondays 9:00 AM – Noon
 John-Reed Maffeo - Tues/Thurs - 9:00 AM - whenever
 Diana Ashley - Friday noon - 2pm
 Carrie Lifshitz - Calendar
 Carol Benwell - Compass
 Donna Featherston - Order of Service
 Gary Ezzell
 Pat Reed

UUCP Board of Trustees

The following members of the Unitarian Universalist Congregation of Phoenix are serving on the Board of Trustees from July 2019 through June 2020 / 2021. You may reach the Board at board@phoenixuu.org.

Rev. Christine Dance, Lead Minister

Board of Trustees:

Jonny Lifshitz (President) 2018-2020
Bunny Hodas (Vice President) 2018-2020
Christine Marshall (Comptroller) 2018-2020
Larry Reed (Treasurer) 2018-2020
Kim St. Clair (Secretary) 2019-2021
Mary Dawes 2019-2021
Jenny Jones 2019-2021
Sarah Moore 2019-2021
Youth Rep –
Dylan Lifshitz

The UUCP Board Policy Manual is intended to be a compilation of all policies adopted by the Board of Trustees and still in effect. The manual is limited to the policies of the Board of Trustees. The website is the official home of all Board Policies. Board Minutes for the previous three meetings are available on our website. Historical copies of Board Minutes going back to 2008 are available in a binder in Office 2.

Program Council

The Program Council is made up of all paid and volunteer staff and activity group leaders. The Council meets three times a year for the purpose of increasing communication and to provide opportunities for collaboration so that the ministries can better carry out the congregation's mission.

Advanced Meditation	Jay Alagia	meditation@phoenixuu.org
Board of Trustees	Jonny Lifshitz	board@phoenixuu.org
Civic Engagement	Susan Morris, Sandy Weir, Paisley Rossetti	legislative@phoenixuu.org
Children's Ministry Committee	Carrie Lifshitz	cm@phoenixuu.org
Community Nights	Daisy Danforth	communitynight@phoenixuu.org
Earth Justice Ministry	Laurel Hardin	greensanctuary@phoenixuu.org
Finance Committee	Larry Reed	finance@phoenixuu.org
Friendship Partners	Diana Ashley	friendship@phoenixuu.org
Future Masculine Men's Group	Jake Danforth	count.on.Jake@gmail.com
Governance	Dan Coleman	dccoleman62@icloud.com
Greeters	Cherie Stafford	cheriecs@gmail.com

Lay Pastoral Care Associates	Victoria Myers and Kathy Baughman	malapai@cox.net, kbaugh8@msn.com
Inclusion Team	Jonny Lifshitz	ganglion11@gmail.com
Leadership Development Team	Susan Goldsmith	leadership@phoenixuu.org
Library Team	Heidi Singer	library@phoenixuu.org
Maryland School Partnership	Cathy Kim	maryland@phoenixuu.org
Memorial Service Coordinator	Ellie Anderla	memorial@phoenixuu.org
New Day Center	Rene Apack	newday@phoenixuu.org
Nominating Committee	Caroli Peterson & Kat Dickson	nominating@phoenixuu.org
Open Arts & Crafts	Jay Alagia	meditation@phoenixuu.org
Outdoor Group	Bonnie White	outdoorgroup@phoenixuu.org
Personnel Committee	Jonny Lifshitz	
Poetry Coffee House	Tish Gauntt	poetry@phoenixuu.org
Poetry Workshop	Rosemary Roenfantz & Sergio Mosqueda	poetry@phoenixuu.org
Property Team	Jake Danforth	property@phoenixuu.org
Publicity Committee		publicity@phoenixuu.org
Racial Justice Collaborative	Bev Hart	Sloorol@aol.com
Refugee Assistance Partnership	Linda Vance & Julie Smart	refugee@phoenixuu.org
Right Relations Ministry	Sam Kirkland	rightrelations@phoenixuu.org
Safe Congregation Team	Jan Kaplan	safety@phoenixuu.org
Sanctuary Art Team	William Snowden	sanctuaryteam@phoenixuu.org
Share the Plate Ministry	Phil Stater & Leslie Stallcop	sharetheplate@phoenixuu.org
Small Group Ministries	Minister	minister@phoenixuu.org
Spanish Conversation	Jose Diaz	spanish@phoenixuu.org
Stewardship Team	Bunny Hodas	stewardship@phoenixuu.org
Traveling 2nd Fridays	Barbara Cawthorne	travel@phoenixuu.org
Unicare	Victoria Myers & Katie Ventura	unicare@phoenixuu.org
Ushers	Paisley Rossetti, Jenny Jones	
UU Foundation Board	Diana Ashley	uufp@phoenixuu.org
UUCP Staff		uustaff@phoenixuu.org
Program Council Chair	Kim St. Clair	council@phoenixuu.org
Women's Ritual	Pat Reed	womensritual@phoenixuu.org
Worship Associates	Minister	minister@phoenixuu.org
Web Pages Updates	Leslie Stallcop	webmaster@phoenixuu.org

Congregational Themes

Month	Theme
September	Expectation
October	Belonging
November	Attention
December	Awe
January	Integrity
February	Resilience
March	Wisdom
April	Liberation
May	Thresholds
June	Play

Team Deadlines & Important Dates for the 2019-2020 Year

Important Deadlines for Planning and Reporting

September – December

Committees should be preparing for the following year's programming and to be ready for the January 31 budget deadline. This is also a good time to recruit new members to join in your work and to review and/or develop a charter.

January - April Committees should be preparing for the Annual Report by conducting a self-assessment and evaluation of the year. See Annual Report.

January 31 **Budgets** for the following fiscal year (July 1- June 30) are due to the Finance Committee. See Budgeting Process.

April 29 *Annual Report* to the Congregation is due to Office. See Annual Report.
Leadership Update Form is due to Office.
Charter is due to Office.

August 15 *Connections* content is due to Office. See Connections.

Larger Organizational Expectations of Leaders

Saturdays, September 22, January 12, 9:00 AM – Noon and Thursday, April 4 from 6:30 PM – 8:00 PM
Council (collection of Ministry, Committee and Staff leadership) meets for communication and collaboration so that we can better carry out our congregation's mission.

Sunday, January 26 10:30 AM
Congregational Meeting

Sunday, June 7, 2020 11:45 AM
Congregational Meeting

Calendar of All-Congregation Events

September 2019:

- Sun 8 Multigenerational Ingathering / Water Communion
 Sunday School Orientation
- Sun 15 Two Service Schedule Begins
- Thurs 19 Community Night Meal and Chalice Kids begins
- Sat 21 UUCP Council Meeting
- Sun 29 Workshop 11:45 - 3 Welcoming Rev. Christine

October 2019:

- Sat 5 OWL Overnight
- Sat 19 Fundraising Concert
- 26-27 UUJAZ Issues and Actions at Surprise
- Sun 27 Multigenerational Dia De Los Muertos Service

November 2019:

- Sat 16 Community Dance
- Sat 3 YRUU Service
- Sun ? Arts and Crafts Fair between and after services ?
- Thu 21 Final Fall Community Night-Thanksgiving Potluck?
- Sun 24 Multigenerational Bread Communion Service

December 2019:

- Sat 14 (or 21) Caroling
- Sun 22 Intergenerational Solstice?
- Tba Blue Christmas service ?
- Tue 24 2 Christmas Eve Services (Multi-generational)

January 2020:

- ? UUCP Council Meeting ?
- Sun 12 Pet Blessing Service 5:00 PM ?
- Thur 16 Community Nights restart
- Sun 19 MLK, Jr. Service
- Mon 20 MLK march
- Sun 25 New Member Weekend

February 2020:

- 12-14 Regional Assembly in San Diego
- Sun 16 RE Service ?
- Mon 17 UU Day at the Legislature
- Tues 18 Cluster Meetings - Sanctuary

March 2020:

- Sun 1 Stewardship Startup
- Sun 15 Multigenerational Flower Communion service ?

Sun 21 Installation of Called Minister - 2 PM
Sun 29 Commitment Sunday

April 2020:

? Program Council ?
Sun 5 Phoenix Pride Parade
Thur 9 Passover Seder
Sun 28 Chalice Keepers Reception ?
Sat 20 Community Dance 6:30-8:30 PM ?
Sun 12 Easter Sunday,

May 2020:

Sun 3 One Service starts and Potluck

June 2020:

Sun 2 Annual Congregational Meeting
Mon 1- Kids Kamp ?
Thurs 25
24-28 General Assembly in Providence, Rhode Island

July 2020:

August 2020:

September 2020:

Sun 1 RE Teacher Training
Sun 13 Multigenerational Ingathering / Water Communion
Sun 20 Two Service Schedule Begins

Membership Portal – REALM

As we grow and evolve we develop new tools and techniques to help manage our congregation. Realm is the software tool we currently use to help us manage various aspects of our community experience. It is based on a Directory of members and friends which integrates with management tools for Giving, Groups, Events, and Pathways. This integration enables us to focus and nurture the activities which helps the congregation flourish.

You can access our online membership portal through our website at phoenixuu.org. Click on Login to Realm located at the top right of the home page. Once you are logged into the membership directory you can:

- Manage and update your basic membership information online
- Register online for classes and events
- Give online
- View online calendars
- Print membership directories

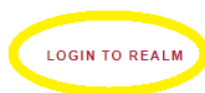
Member Login

From the UUCP web site, at the top of the page to the right of the title, select **LOGIN TO REALM**



**Unitarian Universalist Congregation
of Phoenix**

A Unitarian Universalist Congregation



DIRECTIONS
CONTACT



SEARCH

GIVE

SUNDAY SERVICES: 9:30 AM & 11:15
AM

Home

About ▾

Events ▾

Worship ▾

Children ▾

Adults ▾

Justice ▾

Publications ▾

Support ▾

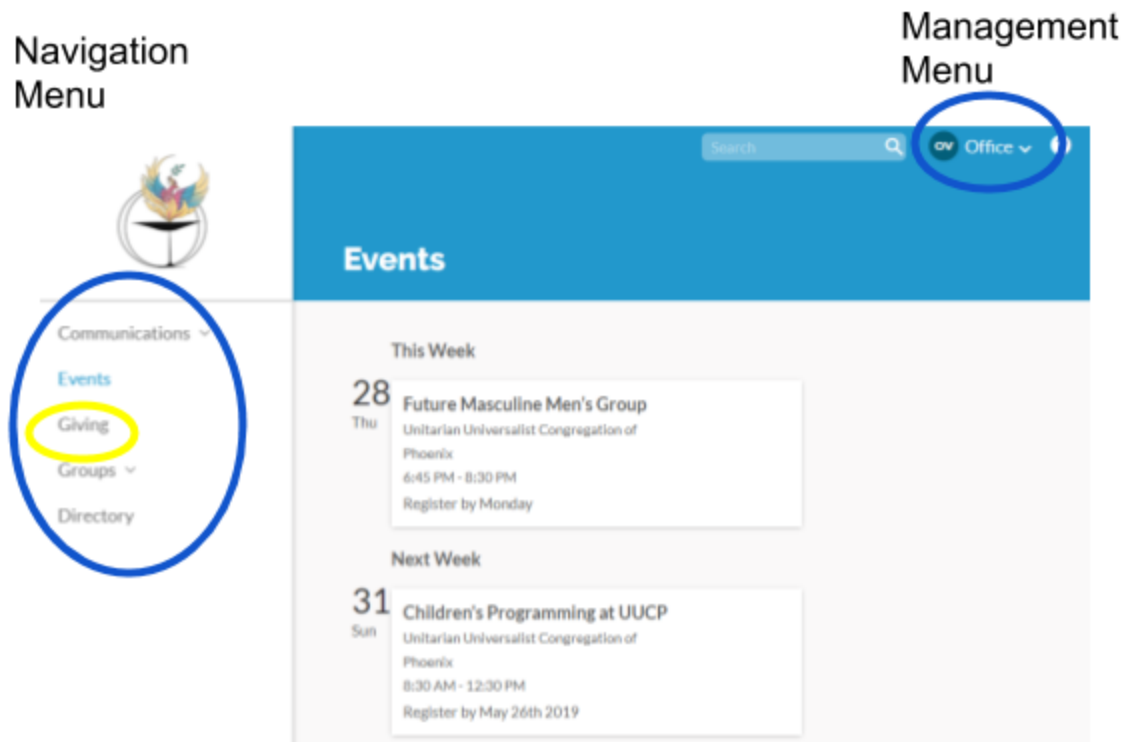
This will bring you to a sign in page. Use it to sign in or reset your password. First time users can use 'Forgot your password' to set their password for the first time.

A screenshot of the "Sign In" form on the website. The form is titled "Sign In" and contains two input fields: "Email Address" with the value "uucp.office@gmail.com" and "Password" with a masked password. Below the fields is a blue "Sign In" button and a link for "Forgot your password?". The form is set against a light gray background with the congregation's logo at the top. At the bottom of the form area, there is a copyright notice: "Copyright © 2019 ACS Technologies. All Rights Reserved."

Once you sign into Realm, the last page you accessed is displayed. If you are not on the page you want, just select an item from the Navigation Menu on the left side of the page. There are many pages to explore, but we would like you to start with the Giving page to help manage your contribution to the congregation. There is also a url you can use to access a video demonstrating this process

<https://givingresources.acst.com/realm-home>

Giving



Selecting “Giving” will take you to the page where you can directly manage the investments you are making in our community. Select “+Give” and you will be taken to the “Give Now” page.

The “Give Now” page should be recognizable to anyone who buys online; you can enter the data required to automate your pledge fulfillment using a variety of sources (Credit/Debit, Checking, Savings) with payment schedule frequency that fits you best.

- One Time
- Once a Week
- Every Two Weeks
- Once a Month
- Twice a Month

If you pay Weekly, you can pick the day(s) of the week; if you pay Monthly you can pick the day(s) of the Month. You also set a date for the payments to end.

Enter “Payment Information” the same way you do on any other Internet shopping site. Hit the “Give” button and you are done! **-THANK YOU-**

Smartphone and Tablet Access

Is is an App for that? Yes! Go to your “Google Play” on Android devices or “iTunes” on Apple devices and search for the app called “ACS Realm Connect.” Once you downloaded to your device you can use your login created above and access the Online Membership Directory and your groups.

Small Groups

Small Group Ministry is an essential part of our congregation. We currently use *Realm Groups* as our tool for managing them. We are now tracking member involvement through our membership database for the following:

- Sunday School Classes
- Adult Faith Development Classes
- Small Groups
- Events

This means that leaders for these offerings are now able to login to the online membership directory and manage your group’s roster and attendance sheets through Realm. You will be able to print, view, chat with, or email members of your group.

Events

Rental Events

UUCP facilities are available to rent. All rental requests must be approved by the Congregation Administrator. We have instituted a basic form for rental request there is a copy in the appendix.

Congregation Events

Events (activities, functions, etc.) are important aspects of community life at UUCP. Office Volunteers do all the room bookings, calendaring, editing and publishing of *Compass* and *Announcements*, they rely on planners (you) to provide complete and timely information in order to assist you. The specific information they need is documented in the Calendar Request section below for more detailed information.

The best way to contact Office Volunteers about planning is by email to calendar@phoenixuu.org. There is a link on the “UUCP Event Calendar” page that you can access from our home page under the Events button. You can also call the office between 9-2:30 Sunday-Thursday for information, but volunteer availability is variable. 602-840-8400 ext. 200.

There are three steps to prepare for an event: Planning, Request, Publicize

Planning

Initial function planning is done by the group/individual making the request; it is the most important part of the process. Please review the information in this section to help you get started and reach out to other congregants for planning advice.

It is a good idea to start off by writing a goals statement and a planning list. The planning list should include all of the information required for the Calendar Request and the News for *Announcements* and *Compass*. The act of writing is important because it helps clarify and focus your thinking. Once this is complete, expand your plan to include the resources you will need and the people you need for implementation. Review your plan with someone and make adjustments as necessary.

For a small event you may write it on a 3x5 card for large projects you may need a notebook. Use the tools which work best for you.

Depending on your requirements you may want to include:

Communication Checklist to ensure all appropriate publicity for event is being used.

Request a Key. See [Request a Key](#)

Request Staff Support

Staff support is available, however it does require budget approval. Check with these contacts for details and include the requirements in

Childcare - Rose Pasco

Sexton - Administrator

Sound Technician - Music Director

Request

Be sure to check the online calendar to review currently scheduled events to avoid potential conflicts. It is available from the website. When you are ready to formalize your request and get it added to the UUCP Calendar of Events, email calendar@phoenixuu.org with the subject “Calendar Request” and include all of the appropriate details in the body, including any Staff Requirements.

You will receive an email reply with an approval or an explanation of why it is denied.

If you anticipate expenditures to support the event, an approved “Budget Request Form” is required. Until we get the form posted to the web site, please contact Jonny Lifshitz

Calendar Requests

Our website Calendar of Events is a complete listing of congregation events and activities. (See [Smartphone and Tablet Access](#)) The Calendar of Events includes descriptions, locations, contact info, and registration links if applicable. Calendar Requests must include:

- **Date, time, and location of event** (see [Campus Map](#) and [Room Descriptions](#)).
 - If there is flexibility in the date you can give several dates in order of preference.

- If your event is an ongoing item, please pick a consistent date (i.e. 3rd Tuesday of every month).
- You must include a start and end time in your request.
- If there is flexibility in the location you can give several locations in order of preference.
- **Name of event/activity/meeting**
- **Concise description of 75 words or less** Do not waste words on saying date, time or location in the description. No acronyms please, not everyone knows all the many acronyms of our congregation! A description is not necessary if this is a committee meeting or other activity that is not open to the public.
- **Staff Requirements**
- **Contact person and an email or phone number.**

Publicity

Once approved you can start to publicize your function. The requirements of your event will dictate the type of publicity it requires. From word-of-mouth to a full-blown media blitz the possibilities are endless. Please review the Publicity section for further information. There is a variety of publicity options available within the congregation: Announcements & Compass, Pulpit, Announcement, Campus Signs, Mass Email, Text Service, Facebook, Press Release; these are documented in this section.

To help you plan your publicity we have a Communications Checklist on page 31. The checklist includes these items and several more which you may want to consider using.

Announcements & Compass

Announcements is our printed newsletter included with the weekly order of service on Sundays. The target audience is anyone who is attending service. This may be the very first communication that a visitor receives from us. It is important that all announcements are welcoming to brand new visitors. Similar to Compass, the purpose of this communication is to let folks know what is happening that Sunday through the next Sunday. Announcements also focuses on worship, Adult Faith Development, Sunday School, Small Group Ministry, Pathway to Membership, Justice Teams, and Congregation-wide events and activities.

Compass is our e-newsletter that is sent out to all members, friends, and visitors every Friday afternoon. The purpose of this communication is to let folks know the upcoming events and activities for approximately two weeks out. *Compass* focuses on worship, Adult Faith Development, Sunday School, Small Group Ministry, Pathway to Membership, Justice Teams, and Congregation-wide events and activities.

Announcements & Compass submissions must include:

- Date you want to start publicizing in *Announcements & Compass*. An announcement for an event can run for three consecutive times.
- Name of event/activity/meeting.
- Concise description of 75 words or less. The announcement heading will give the date, time, and location so there is no need to repeat that info in the 75 word description. No acronyms please, not everyone knows all the many acronyms of our congregation. If this is a committee meeting or other activity that is not open to the public please let the Office Assistant know this. A description is not necessary in this case.
- The full name of the contact person and an email or phone number.
- Date, time, and location of event.

Additionally, please be sure to:

- Email submission text only and in the body of the email. Please no document attachments.
- Email images as a .jpeg, .gif, or .png file. No embedded images can be used- please do not place images in a word document.

Pulpit Announcement

If you would like the worship leader to do a pulpit announcement for your event/activity please send a brief announcement to the Lead Minister (minister@phoenixuu.org) at least 48 hours in advance.

Campus Signs

If you would like to make flyers to post on campus for your event/activity please check with the office first. There is a community bulletin board across from the kitchen that folks can post flyers up on without permission.

Mass Email

For events open to the congregation we can do a mass email reminder a few days prior to the event/activity. Please email the Office for more information officeassistant@phoenixuu.org.

Facebook

facebook.com/phoenixUU

Our Facebook page reaches out to the public via social media. Our page has well over 1,000 followers. This year, we are experimenting with creating Facebook events on our page for our Adult Faith Development classes, Identity Groups, and other events open to the public as a way to expand our outreach. For more information about creating an event or publicizing an event on our Facebook page please contact an Office Volunteer.

Press Release

If you would like to expand your event to the public you might consider doing a press release to send off to local media outlets. If you are interested in learning more about this please contact the Publicity Committee at publicity@phoenixuu.org.

Campus Info

Accessibility Guidelines

In an effort to make our congregational facilities as open and accessible as possible for people with mobility challenges, we ask that UUCP staff and leaders adhere to the guidelines listed below for all meetings, activities, and events.

If your meeting or event is in the Main Building, be sure to do the following:

1. Unlock the door at the West Entrance (by the preschool classrooms). Slide the pipe cleaner loop over to the center of the push bar.

2. Open the North Patio Gate if your meeting is after 5:30 PM on a weekday. On weekdays when school is in session preschool regulations require this gate to be closed and locked between 8:00 AM and 5:30 PM or until all aftercare kids are gone.
3. Turn on the patio lights. The light switch is inside the Sanctuary to the left of the patio doors.

4. Unlock the Sanctuary or Johnson Room doors.

If your meeting or event is in an Annex Building, outside of school hours, be sure to do the following:

A. Open the East and West gates

a. East Gate - unlatch and fully open the gate and re-latch in the open position.

b. West gate - from inside the gate facing west, lift and rotate the left side control rod on the base to prevent it from dragging on the ground, unlatch the left gate and open it as wide as you can. Rotate the left side control rod to release it to drop to the ground to keep the gate open.

B. Unlock the accessible restroom in the Annex Building (Room I) using the key you picked up in the office

C. Offer assistance for opening/closing restroom doors which currently do not have automatic door openers.

Please remember to close, turn off, and lock up as appropriate when you are finished with your meeting, communicating with other groups/leaders still on campus as necessary.

Four handicapped accessible parking spaces are available in the upper parking lot accessible from 40th Place. They provide handicapped accessibility to the sanctuary and Johnson room through the patio.

Thank you for your help in creating a safer and more welcoming environment for our members, friends, and visitors.

Room Descriptions

Room	Main Usage	Seating Type	Capacity
Office 2	Work room with Office Volunteer Desk, copier, mailboxes, staff folders, overnight box	Table that seats approx. 6	Can be configured for up to 12 adults.
Wiggle Room Room 3 & 4	Adults + Infants + Children	Rockers, Comfy Chairs, Crib, Pack and Play	2-4 adults, 3-4 children for wiggling 7-8 Adults for meetings
Room 5	Kitchen Storage Closet	No Seating	Dry storage only for kitchen use only - no meetings
Kitchen Room 6	Kitchen only	none	
Johnson Room Room 7 & 8	Multi-purpose meeting room	Chairs and rectangular tables are stored in here	Approximately 70 people with chairs only, fewer with tables and chairs
Room 9	Children's Ministry Religious Education(RE), Early Education Cooperative (EEC) Office Space, Library	2 desks, table and 8 chairs	8 at table for meetings
Room 10 & 11	Youth Classroom EEC (Early Education Cooperative) Preschool and Sunday School	Children's tables and chairs are the standard setup in Room 10. Tables and chairs can be brought in from Johnson Room into Room 11.	Room 11 can have 15 maximum with two rectangle tables and chairs set up for meetings
Room 12 & 15 (Nursery)	Youth Classroom EEC Preschool and Sunday School	Busy space with small tables and chairs and lots of toys stored in shelves. 2 Child size bathrooms.	Configurable for up to 15 adults for meetings.
Room 13	Children's Ministry Storage Room		
Custodial Closet Room 14	Custodial supplies		
Annex A	Youth Classroom DVLC (Desert View Learning Center) and Sunday School	Children's tables and chairs are the standard setup in Annex A.	Can be configured for meeting space with advance notice for setup and tear down.
Annex B	Multi-purpose meeting room	25 Chairs are stored in here and 3 rectangular tables.	Up to 25 people with chairs only; 12 with tables..

Annex C	YRUU (Youth Group) meeting space	Couches, mini-fridge, access to restroom.	Approximately 15 people seated on couches
Annex D	Youth Classroom DVLC and Sunday School	Children's tables and chairs are the standard setup in Annex D.	Busy space, not configurable for meetings
Annex E	Youth Classroom DVLC and Sunday School	Children's tables and chairs are the standard setup in Annex E.	Can be configured for 10-15 adults
Annex F	Youth Classroom DVLC and Sunday School	Children's tables and chairs are the standard setup in Annex F. .	Adult size chairs possibility for meetings
Annex G	Youth Classroom DVLC and Sunday School	Children's tables and chairs are the standard setup in Annex G.	Adult size chairs possibility for meetings
Annex H	Art Classroom DVLC Art Classroom and Multi-purpose meeting room	Large adult sized tables, chairs. Lots of art supplies stored in room.	Approximately 15 adults seated around rectangle tables.
Upstairs Landing	Small meeting space	Table with 6 chairs	6 adults
Memorial Garden	Outdoor space	Benches around statues and two bench/chair areas	
Meditation Garden	Outdoor space	One bench. Chairs can be brought out from the Sanctuary.	
Patio	Outdoor space	Tables and chairs can be brought out from the Johnson Room. Shade Structures	
Annex Garden	Outdoor space	Shady space with 5 picnic tables and a shaded vegetable garden. Good place for picnic or birthday party.	20 Adults and children?+

Campus Rules

1. We are a Smoke Free campus.
2. Take all leftover food with you unless prior arrangements have been made with staff.
3. Restore rooms to their original state once meeting/event is over.
4. Musical instruments in the Sanctuary and Johnson Room can only be used or moved with approval from the Music Director.
5. Speakers, Choir chairs, and Pulpit in the Sanctuary can only be moved with approval from the staff.
6. Leave the rooms better than you found them please.

Good Steward Checklist

When you arrive:

- Unlock doors and turn on lights. To unlock the doors so that others, without a key, can open the

door the panic bar must be pressed in. For the front door, Sanctuary doors and patio doors you need to hold in the panic bar and press in the button located at the bottom of the bar. To press the button in you need a pen-like (or key) object. The panic bar needs to be released in order for the door to be locked. For the other exterior doors you can use the pipe cleaner centered on bar to keep the panic bars depressed.

- Note the way the room is set up. You are required to return it to this condition before you leave.

Before you leave:

- Pick up trash.
- Fold and store any chairs and tables you set up unless prior arrangements have been made with the Office to leave them up.
- Check the bathrooms, kitchen, and hallways as well as any room your group may have wandered into. Turn off all lights as you exit each room.
- Lock all doors. To lock the doors you have to release the panic bar.
- Return any keys you were given for your event/meeting to the Office.
- Immediately notify the Office of any damages or problems you noticed while using the facility, whether you feel your group was responsible or not. There is a clipboard in Office 2 hanging above the Volunteer Desk that can you can record maintenance issues. Refer to pages 42-43 for other property management issues.

Campus Care - Buildings and Grounds

Our Congregation is blessed with a beautiful campus on nine acres of land. It is our spiritual home and the home to two weekday schools. On Sundays we have between 150 and 300 people coming together to grow in spirit and Monday through Fridays we have between 200 to 250 children, teachers, and parents coming together to grow in knowledge and play. Maintaining the buildings and the grounds requires help from everyone. When it comes to caring for this home, we are a big family working together to ensure that our home is welcoming and safe for everyone.

To help with the work required to maintain upkeep, the Property Team has been established to provide support for a wide range of Campus Care tasks; It is currently lead by Dale Fisher and Karen Schultz. It is the responsibility of the Property Team leads to act as a clearinghouse for building and grounds maintenance issues, maintain all property management records, manage the grounds and maintenance budget, and coordinate repairs and preventative maintenance.

Here are some ways everyone can help care for our campus. Which of these ways will YOU care for our spiritual home?

- **Join the Property Management team!**
- **Report maintenance issues to the Project Team Leads.** The best way to do this is in-person; reach out to the team leads. Reported issues will be delegated and worked on a time available basis. Urgent issues will, of course, be given the highest priority. Every Monday a volunteer will review maintenance issues reported, investigate the issue, and help prioritize issues within the scope of the annual budget for building and ground maintenance.
- **Pick a Campus Care Project to complete.** Check out the campus care bulletin board in office 2 for opportunities to volunteer for a campus care project or visit our website:
www.phoenixuu.org/about-us/facilities-and-property-management/

Request a Key

When your group is meeting outside of office hours or Sunday service times a key request has to be keymade. You can request a key by contacting the Administrator at 602-840-8400 extension 201. At the end of your event you must return the key to the office.

Mailboxes

Each group and committee had the ability to have a mailbox on the south wall of Office #2. This is where the office will put any notices for postal mail that your group or committee receives. Please have someone from your group/committee check this box on a weekly basis.

WiFi Information

The congregation has limited WiFi service at the campus and can be accessed by connecting to UUCPOpen:

- If the modem needs resetting, please contact a staff member to do so.
- There are several routers around campus, but the coverage is usually limited to the upstairs offices, the downstairs offices, the sanctuary, and the Johnson Room. Coverage outside of these areas can be spotty.

Staff Support

Childcare

UUCP's Children's Ministry will maintain a current list of individuals deemed to be qualified to provide childcare. There are two categories of childcare workers that are hired at the discretion of the Director of Children's Ministries:

Childcare Professional – An adult with one year or more professional experience in preschool, childcare or elementary education with an up to date Department of Public Safety Fingerprint Clearance Card. A Childcare Professional may care for children independently within established ratios.

Childcare Worker – A person 14 years of age or older who has passed a background check. Childcare Workers must work in partnership with another Childcare Worker or a Childcare Professional within established ratios.

Both Childcare Professionals and Workers must complete documentation paperwork including screening and a Code of Ethics and participate in training with the Director of Children's Ministry.

General Policies for Childcare

Ages of Children

The following terms will be used to describe the ages of children:

Infants/Toddlers– Birth to 2 years old

Preschool – 2 to 5

School Age – 6 and Up

Spaces Available for Childcare

Nursery (Room 4/5) – Infants, Toddlers and mixed groups with infants or toddlers

Preschool Rooms 14 and 15 -2 years old and up

Preschool Rooms 10 and 11 – 4 years old and up
Johnson Room- 4 years old and up

Young children are at risk in environments that are not age appropriate, so room selection should be made based on the needs of the youngest children. As such children under 2 should be cared for in the nursery. Mixed aged groups of 8 or less with children under 2 should meet in the nursery. Mixed aged groups with infants/toddlers larger than 8 should divide into two groups with appropriate staffing ratios and requirements.

Within reason, supplies found in the classrooms can be used for childcare activities. Careful attention should be paid to leaving the classrooms as found, with toys and supplies put away and chairs left on top of the tables.

Ratio of Childcare Staff to Children

Childcare Professional

- Mixed ages with 2 or more infant/toddlers: 1: 8
- Mixed ages with no infant/toddlers: 1: 12
- Infant/Toddlers: 1: 5

Childcare Worker (Must always work in pairs)

- Mixed ages with 2 or more infant/toddlers: 2: 12
- Mixed ages with no infant/toddlers: 2: 15
- Infant/Toddlers: 2: 4

How to Coordinate Childcare

To coordinate childcare at times other than Sunday mornings and Thursday evenings, please follow these steps:

- Obtain approval for payment of child care for your event from the board or appropriate staff member or determine how you will pay for it.
- Designate an on-site supervisor who will be the main and emergency contact for the Childcare Staff at the scheduled event. This person should either be a staff member, committee chair or designated volunteer.
- Email (rsphillips6@gmail.com) Rose Pascoe, Children's Ministry Assistant to get the most up to date Childcare Staff list. Schedule the appropriate childcare staff from the designated list of approved staff within the requirements and ratios described above at least 10 days prior to the event and provide the following information:
 - Date, time and duration of work shift;
 - Names, ages and any accessibility issues of the children for which childcare is being contracted; and
 - Details regarding meals and/or snacks (if applicable).
- Secure room space for childcare in advance of the event by contacting the office to reserve the rooms(s) you will need, based on the information described above.
- Ensure that rooms used for childcare are left clean, with the doors locked, before leaving the building.

Payment procedures

Childcare staff will document the date and hours worked on the payroll app.

Approved Childcare Professionals will be paid \$15 per hour. Committees or activity groups engaging childcare staff for activities outside of Sunday morning or Thursday evenings will be charged for the expense.

Sexton Support

The congregation budgets Sexton expenses for Sunday Services and Community Nights (Thursdays mid-September through Thanksgiving and mid-January through April, occasional Thursdays May through September. We have a limited number of hours budgeted for Sexton services at other weekend events. Requests for Sexton services at other weekend events must be made by the staff member who works directly with committee or group requesting the services. Contact the administrator for such requests.

Audio/Visual Equipment

- Outside of Sunday morning services, the sanctuary's main sound system and projector may only be used by UUCP's Audio/Visual technicians or by UUCP staff members. The sanctuary balcony itself is also only to be used when an A/V tech or staff member is present, even if the equipment is not being used. To see if an A/V tech is interested and available to help with your event, contact Music Director Benjie Messer at benjiemesser@phoenixuu.org.
- Several pieces of Audio/Visual equipment can be used by any UUCP member or group, without reservation or help from A/V techs or staff. Some of these are portable: a rolling keyboard amplifier and wired microphone for amplifying audio, kept in the pulpit closet, and a portable projector and free-standing projector screen for displaying video, kept in Office 2. Each is packaged with many common adapters. This equipment may be used anywhere on UUCP's campus; please do not take it off-campus. After use, please return it to where it is kept. There are also smart TV's mounted in the Johnson Room and Annex B. Each TV can be connected to other devices with HDMI cables, kept nearby in each room, or cast to via Chromecast. For instruction in using any of these tools, please contact Music Director Benjie Messer at benjiemesser@phoenixuu.org.

Publications

Website

Contributors: Staff, Board, Nominating Committee, all Committees and Teams

Purpose:

- Provide a welcoming and inviting introduction to UUCP for those seeking a congregation
- Provide information for members and seekers about Sunday services, congregational structures and activities
- Advertise congregational, committee and team events and happenings.
- Share governance and other organizational information.

Contents:

- Monthly Blogs,
- News,
- Sunday service information,
- Pages on all programs and activities

Deadlines:

- For monthly information (including Sunday services and theme-based blogs), the middle of the preceding month
- For general program descriptions and institutional information, rolling deadlines

Responsibility:

- Each staff member, Committee or Team is responsible to maintain their page, submitting and updating information in a timely manner. Website update development request and discussions are sent to website@phoenixuu.org.

Annual Report

Our Annual Reports are meant to be a historical document to be used by future leaders. You will find 15+ years' worth of reports on our website at www.phoenixuu.org though in our archives we have one for every year of ministry. Please submit individual reports to officeassistant@phoenixuu.org. Submissions, both text and graphics/photos should be sent as attachments rather than pasted into the body of the email with a subject line "Annual Report 2020" followed by the group name. e.g. "Annual Report 2020 - Green Sanctuary.doc" for a text document. PDF is not a good format for submission.

The deadline for submissions is Monday, May 4, 2020.

Below are the questions you are asked to answer as part of your annual report.

* Required

Name of Group/Committee: *

Contact Email for Leader of Group/Committee *

Name of Leader of Group/Committee: *

Members of Group/Committee: *

Please include all who attended at least half the meetings.

Please list all special events/classes/workshops that your group held between July 2018 and June 2019, including date and number attending. You don't need to include regular meetings.

Narrative: What were the group's goals for 2018-2019? *

Narrative: What key decisions were made in 2018-2019?

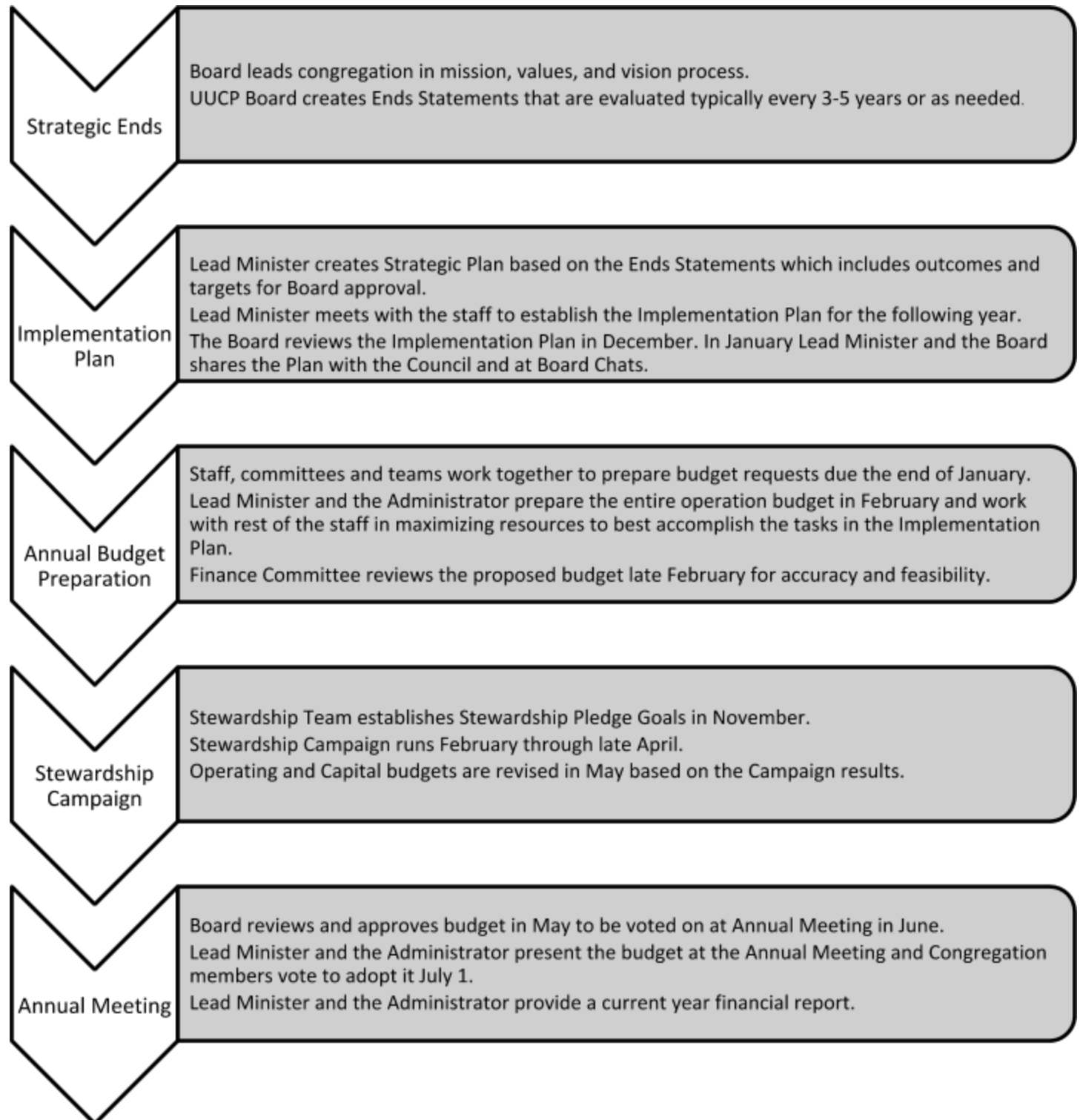
Narrative: What challenges did the group face in 2018-2019 and how did you overcome them?

Please list any people whom you would like to thank for their contributions to your group in 2018-2019.

Narrative: What does the group have planned for 2019-2020 and beyond? *

Accounting & Finance

Budgeting Process



Financial statements are available from the Administrator in the office, or by asking anyone on the Finance Committee team (finance@phoenixuu.org).

Reviewing Expense Detail

The Administrator sends out the transaction detail reports every month to staff who manage a budget. Staff and lay leaders are responsible for reviewing the income and expenses pertaining to their areas of responsibility. Please see the appropriate person for copies of this detail if necessary. If you ever need any assistance understanding the statements or detail reports please setup a meeting time with the Administrator.

Reimbursements

A special form called the “Check Request Form” is used when requesting reimbursement or payment of a bill. Have persons making the expenditures keep all receipts and turn them in to the staff member authorizing expenditures for the ministry expense. The person making the expenditures needs prior approval by the staff member before spending the money; otherwise there is no guarantee of reimbursement.

Fill out the form, attach bill or receipt, and then put signed request in the overnight box. Check Requests are picked up by the Bookkeeper every Wednesday by noon and checks are signed Sunday after service, so are ready for pickup/ mailing by Monday.

Deposit Non-Pledge Income

In the case where staff or lay leaders receive money directly from community members to be deposited into the congregation’s bank account, they are to complete a “Money Collection Form” (see Money Collection Form) and following these steps for preparing a deposit.

Step 1: Fill out the “Money Collection Form.” Forms are located in the blue document holder in Office 2. To complete the form fill in the following information:

Date: Date form is completed and dropped into the overnight box.

Submitted By: Name of the person filling out the form.

Account Name/Code: Budget account code/name that the money is to be credited to. See Accounting Expense Codes.

Comments: Any information the Business Administrator needs to know or what you would like included in the memo line in the account detail reports.

Count: Number of bills for each denomination.

Amount: Total amount for each denomination.

Cash Total: Grand total of cash and coins.

of Checks: Total number of checks.

Check Total \$: Grand total of checks.

Step 2: Put the “Money Collection Form,” all cash, checks and coins into an envelope (recycled/reused is fine), and put into the safe. The safe is located in Office 2 in the cupboard against the back wall, underneath the blue document holder.

Mondays, the Administrator and the office volunteer or Office Assistant processes the deposit together. The office volunteer or Office Assistant confirms the information provided on the “Money Collection Forms” and

initials and dates forms. The Administrator ensures deposit backup is correctly coded to the proper income codes, the office volunteer then takes it to the bank for deposit.

UUCP Building & Grounds Contacts

The Administrator is the property manager. All maintenance concerns should be addressed to her. There is a clipboard in Office 2 hanging above the Office Volunteer mailbox where you can record maintenance issues. They review this every Monday morning. If it is more convenient to email or call you can relay maintenance issues that way as well.

Email: administrator@phoenixuu.org

Office #: 602-840-8400 ext. 202

Appendix

Forms

Communication Checklist

	Communication	Target Audience	Deadline	Contact	Contact
<input type="checkbox"/>	Announcement Flyer	Sunday Attendees	Wednesdays 5:00 PM	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Mass Email	Online Community	24 hour notice	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Website	Visitors	7 day notice	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Facebook	Online Community	24 hour notice	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Pulpit Announcement	Sunday Attendees	48 hour notice	Minister	minister@phoenixuu.org
<input type="checkbox"/>	Campus Signs	On-site Community	48 hour notice	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Postal Mailing	Everyone	7 day notice	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Phone Calls	TBD	48 hour notice	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Council	Volunteer & Paid Staff	24 hour notice	Administrator	administrator@phoenixuu.org
<input type="checkbox"/>	Local Newspaper	Public	min. 3 weeks prior	Publicity Committee	publicity@phoenixuu.org
<input type="checkbox"/>	Radio	Public	min. 3 weeks prior	Publicity Committee	publicity@phoenixuu.org
<input type="checkbox"/>	Bulletin Board	On-site Community	N/A	Office Assistant	officeassistant@phoenixuu.org
<input type="checkbox"/>	Doodle Link	Online Community	N/A	N/A	http://www.doodle.com/

Check Request Form

CHECK REQUEST FORM					
Person Making Request			Date Requested		
INSTRUCTIONS or MAILING ADDRESS FOR CHECK DELIVERY:					
Make Check Payable To:	For:	Account Code:	Amount:		
			Total This Check	\$ -	
Approved by:					
(Committee Chairperson, Board Trustee, Staff Member)					

Money Collection Form

UUCP MONEY COLLECTION & DEPOSIT FORM

DATE: _____

SUBMITTED BY (print names): _____

ACCOUNT NAME/CODE: _____

COMMENTS:

	# COUNT	AMOUNT	OFFICE USE	DATE PREPARED :
Coins				
Ones (\$1)				
Twos (\$2)				INITIALS:
Fives (\$5)				
Tens (\$10)				
Twenties (\$20)				INTO QB:
Fifties (\$50)				
Other Denominations:				INITIALS
CASH TOTAL \$				
# OF CHECKS	CHECK TOTAL \$			

Joys and Sorrows

C:\Users\Office Assistant\OneDrive - Unitarian Universalist Congregation of Phoenix\UUCP Main\Office Assistant\Forms and Correspondence\

Rental Form

C:\Users\Office Assistant\OneDrive - Unitarian Universalist Congregation of Phoenix\UUCP Main\Office Assistant\Rentals\SampleRentalForm.pdf

Insert here.

Calendar Request Form

Insert here

Account Codes

1030	1030 OPERATING FUNDS	Bank
1031	1031 MUTUAL OF OMAHA CKNG - 3697	Bank
1032	1032 CONSTRUCTION FUNDS	Bank
1035	1035 DESERT FINANCIAL OPER	Bank
1036	1036 DESERT FINANCIAL SAVINGS	Bank
1050	1050 AMERITRADE	Bank
1070	1070 PAYPAL	Bank
1071	1071 PAYPAL FUNDS ON RESERVE	Bank
1080	1080 PETTY CASH	Bank
1100	1100 CONSTRUCTION FUNDS	Bank
1105	1105 DESERT FINANCIAL CONSTR	Bank
1250	1250 DUE FROM OTHERS	Other Current Assets
1300	1300 BUILDING IMPROVEMENTS	Fixed Assets
2005	2005 ACCOUNTS PAYABLE	Accounts payable (A/P)
2051	2051 BOA VISA #1304	Credit Card
2100	2100 PAYROLL LIABILITIES	Other Current Liabilities
2112	2112 PENSION PAYMENTS DUE	Other Current Liabilities
2250	2250 DUE TO OTHERS	Other Current Liabilities
2300	2300 CAPITAL LOAN FROM UUCP FOUNDATION	Other Current Liabilities
2310	2310 PREPAID PLEDGE CONTRIBUTIONS	Other Current Liabilities
2401	2401 MORTGAGE PAYABLE	Long Term Liabilities
3010	3010 UNRESTRICTED RETAINED EARNINGS	Equity
3111	3111 CAPITAL CONSTRUCTION - 2017-20	Equity
3190	3190 MINISTERIAL INNOVATION FUND	Equity
3191	3191 CHERRY HILL FUND	Equity
3192	3192 MORTGAGE PRINCIPAL PAYMENTS OFFSET	Equity
4000	4000 OPERATING INCOME	Income
4010	4010 ANNUAL PLEDGES RECEIVED	Income
4011	4011 GENERAL DONATIONS	Income
4015	4015 PLEDGE DISCOUNT	Income
4020	4020 MID YEAR PLEDGES	Income

4025	4025 OTHER SUPPORT CONTRIBUTIONS AND GIFTS	Income
4030	4030 UU FOUNDATION SUPPORT	Income
4035	4035 GRANTS	Income
4200	4200 OTHER INCOME & RELATED EXPENSE	Income
4210	4210 INTEREST	Income
4215	4215 DIVIDENDS	Income
4221	4221 KIDS KAMP - income	Income
4222	4222 KIDS KAMP - expense	Income
4223	4223 KK SCHOLARSHIP - income	Income
4224	4224 KK SCHOLARSHIP - expense	Income
4226	4226 ART SALE - income	Income
4227	4227 ART SALE - expense	Income
4231	4231 FACILITY RENTALS - income	Income
4232	4232 FACILITY RENTALS - expense	Income
4236	4236 DESERT VIEW LEASE - income	Income
4237	4237 DESERT VIEW LEASE - expense	Income
4241	4241 EARLY EDUCATION LEASE - income	Income
4242	4242 EARLY EDUCATION LEASE - expense	Income
4246	4246 MUSICAL FUNDRAISER - income	Income
4247	4247 MUSICAL FUNDRAISER - expense	Income
4251	4251 MEMORIAL GARDEN - income	Income
4252	4252 MEMORIAL GARDEN - expense	Income
4400	4400 UUF STAFF SUPPORT	Income
4410	4410 BOOK SALES	Income
5000	5000 OPERATING EXPENSES	Expenses
5005	5005 SUPPLIES	Expenses
5010	5010 TELEPHONE & COMMUNICATIONS	Expenses
5015	5015 POSTAGE, SHIPPING, DELIVERY	Expenses
5020	5020 COMPUTERS & SOFTWARE	Expenses
5025	5025 RENTAL, MAINTENANCE & COPY FEES	Expenses
5030	5030 BANK FEES	Expenses
5035	5035 FURNITURE, FIXTURES	Expenses
5040	5040 STEWARDSHIP EXPENSE & RELATED	Expenses

	FUNDRAISING	
5045	5045 UUA FAIR SHARE	Expenses
5050	5050 INSURANCE	Expenses
5055	5055 GROUNDS MAINTENANCE & LANDSCAPING	Expenses
5060	5060 JANITORIAL & MAINTENANCE SUPPLIES	Expenses
5065	5065 UTILITIES	Expenses
5070	5070 BUILDING SERVICES & REPAIRS	Expenses
5080	5080 SOUND SYSTEM	Expenses
5085	5085 PIANO TUNING, INSTRUMENTS, MUSIC	Expenses
5090	5090 ACCOUNTING	Expenses
5095	5095 LEGAL	Expenses
5100	5100 PAYROLL PROCESSING	Expenses
5105	5105 TRAVEL, LODGING, MEALS & RELATED	Expenses
5110	5110 FUNDRAISING EXPENSE / GENERAL	Expenses
5500	5500 MEMBERSHIP & COMMUNITY EXPENSE	Expenses
5505	5505 COFFEE HOUR	Expenses
5510	5510 MEMBERSHIP TEAM	Expenses
5515	5515 LEADERSHIP DEVELOPMENT (LAY MEMBERS)	Expenses
5520	5520 INCLUSION TEAM	Expenses
5525	5525 MUSIC AND CHOIR	Expenses
5530	5530 WORSHIP	Expenses
5535	5535 ASL INTERPRETATION	Expenses
5540	5540 UNICARE & LAY PASTORAL CARE	Expenses
5545	5545 CHILD CARE	Expenses
5550	5550 CHILDREN'S MINISTRY PROGRAMS	Expenses
5551	5551 GENERAL - income	Expenses
5552	5552 GENERAL - expense	Expenses
5553	5553 TEACHER DEVELOPMENT - income	Expenses
5554	5554 TEACHER DEVELOPMENT - expense	Expenses
5555	5555 OWL - K-12 - income	Expenses
5556	5556 OWL - K-12 - expense	Expenses
5557	5557 6TH-8TH - income	Expenses
5558	5558 6TH-8TH - expense	Expenses

5559	5559 HIGH SCHOOL - income	Expenses
5560	5560 HIGH SCHOOL - expense	Expenses
5570	5570 ADULT FAITH DEVELOPMENT (AFD)	Expenses
5571	5571 ADULT OWL - income	Expenses
5572	5572 ADULT OWL - expense	Expenses
5575	5575 MINISTER'S DISCRETIONARY FUND - income	Expenses
5576	5576 MINISTER'S DISCRETIONARY FUND - expense	Expenses
5580	5580 MINISTER'S INNOVATIVE FUND	Expenses
5586	5586 COMMUNITY NIGHT - income	Expenses
5587	5587 COMMUNITY NIGHT - expense	Expenses
6000	6000 OUTREACH EXPENSE	Expenses
6005	6005 NEW DAY CENTER	Expenses
6010	6010 JUSTICE MINISTRIES	Expenses
6015	6015 IMMIGRATION ASSISTANCE	Expenses
6020	6020 MARYLAND SCHOOL	Expenses
6025	6025 BOOKER T. WASHINGTON SCHOOL	Expenses
6030	6030 SHARE THE PLATE	Expenses
6500	6500 MARKETING EXPENSE	Expenses
6505	6505 PODCASTS	Expenses
6510	6510 BROCHURES	Expenses
6515	6515 EMAIL	Expenses
6520	6520 SIGNAGE	Expenses
6525	6525 AGENCY FEES	Expenses
6530	6530 PUBLICITY	Expenses
6535	6535 STEWARDSHIP CAMPAIGN	Expenses
6540	6540 NEWCOMER AND MEMBERSHIP	Expenses
7000	7000 PERSONNEL EXPENSE	Expenses
7005	7005 MINISTER	Expenses
7010	7010 ASST MINISTER	Expenses
7015	7015 CONGREGATIONAL ADMINISTRATOR	Expenses
7020	7020 CUSTODIAN / MAINTENANCE	Expenses
7025	7025 SEXTON	Expenses
7030	7030 DIRECTOR OF CHILDRENS MINISTRIES	Expenses

7035	7035 CHILDRENS MINISTRIES ASSISTANT	Expenses
7040	7040 DIRECTOR OF MUSIC	Expenses
7045	7045 ACCOMPANIST	Expenses
7050	7050 PERSONNEL EXPENSE #10	Expenses
7055	7055 RELOCATION	Expenses
7060	7060 BACKGROUND & SCREENING - STAFF & VOL.	Expenses
7065	7065 WORKERS COMP	Expenses
7070	7070 STAFF & VOL.	Expenses
7075	7075 TRAINING & DEVELOPMENT	Expenses
7080	7080 CONTRACT MUSICIANS	Expenses
9600	9600 CAPITAL PLEDGES RECEIVED	Other Income
9601	9601 NON-PLEDGED CAPITAL CONTRIBUTIONS RECEIVED	Other Income
9602	9602 OTHER CONTRIBUTED INCOME	Other Income
9500	9500 LOAN PAYMENTS	Other Expense
9700	9700 CONSTRUCTION COST	Other Expense
9701	9701 CONSTRUCTION CONTRACTS	Other Expense
9702	9702 PROFESSIONAL SERVICES	Other Expense
9703	9703 SUPPLIES & SERVICES	Other Expense
9704	9704 PERMITS AND FEES	Other Expense
9710	9710 MISCELLANEOUS EXPENSE	Other Expense
9715	9715 LOAN FEES	Other Expense
9720	9720 INTERIOR RENOVATIONS	Other Expense
9725	9725 CAPITAL SEED FUND	Other Expense
9999	9999 Ask The Administrator	Other Expense