



AUUA Key Connections

<http://www.auua.org/>

President's Report

Fall 2011



I can't believe that summer is over (not officially, of course) and that the new church year is beginning! I'm always astonished on September first that July and August have streaked by, and that all of the plans I had for the summer have either been half-done or abandoned due to lack of time. Sigh.

I always start the season with optimism and high hopes. I meet with the other two administrators in my office and we plan all of the projects we hope to complete between June 1 and September 1, when church life is supposed to be slower. But then GA happens, which effectively takes me out for about a week and a half that I am out of town, not to mention the week I need to prepare to get out of town. So much for June.

In July, I start to close the books for the prior year and prep every year for a Financial Review or full audit. By the time I get that out the door to the accounting firm and set up my files for the new year, archiving the old files, it's September and I'm wondering what I did for the last three months.

I'm sure all of this sounds familiar. And I know that



Just a reminder that our UUA sponsored list is being closed to non-members this month. Please get your dues in so that you can continue to stay connected!



Did you know that Professional Days in Charlotte, NC was underwritten through the generosity of a large gift by TIAA-Cref? They made several gifts to UUA Professional organizations this year, and we were lucky enough to be one of them!

[Visit TIAA-CREF](#)



Many thanks to Janete Lallier,

there are still church members who think we also have the time for spiritual reflection in the middle of all of this. What they don't realize is that I rely on all of you to commiserate with me, save me time by having the answer to one of the many issues and problems that cross my desk. And to remind me, that we are all in this wonderful ministry together. I am thankful every day for the AUUA and all of you who serve our churches, sometimes with few resources, year after year.

Please let us know if there is anything your AUUA Board can do to help you in your work. We are lucky to have an amazing group in this leadership with a real depth of administrative experience, so we are sure to have the answer or be able to point you in the right direction.

Happy new church year, everyone!

Mary Ellen Morgan
AUUA President
Business Administrator
UU Church of Berkeley

Membership Has Its Rewards

Although we can't offer an attractive tote or frequent flyer miles, your AUUA membership is a valuable commodity and we hope to make it even better. But we need you and YOUR input. Very soon every administrator, whether they are currently registered or not, will receive a survey asking them how the AUUA can help them do their jobs better. Right now members have the benefit of an online resource (list serv) representing hundreds of years of experience, a newly-improved Certification program and the ever-expanding archive of documents which saves them from having to "reinvent the wheel." But there are other ways to help those of you who spend your working days helping others. Please let us know what you'd like to see by filling out the survey when you receive it. Thanks, in advance, for your help.



~ Mark Pedersen, Congregational Administrator First Unitarian Society of Ithaca.

Pro Days - June 2011

Charlotte, NC



Administrator for the Unitarian Universalist Minister's Association for her generous contribution to the Susan Twist Scholarship Fund. This fund was established several years ago by a retired Administrator, who wanted to help other administrators with the cost of attending Professional Days. Many of you have contributed in the past, which has allowed several of your colleagues a chance to meet and network once a year, before the start of General Assembly. Thanks, Janette!

[Job Opportunity with UUSC](#)

Keep In Touch

We know that this has been a



challenging year for all of us in different ways, and that stress will show up in our congregations. Some of us have had damage to our buildings from tornadoes, hurricanes, earthquakes and floods. Many areas have been suffering from drought and unbelievable heat with wild fires nearby. And many have been dealing with the tsunami which is our economy. As soon as I see a news story about the latest disaster, I always wonder which of our churches are nearby and how we might lend some support. Please let me know what is going on with you and even if the best we can offer is good thoughts sent your way. We are all in this together!


~ Mary Ellen Morgan
president@auua.org

AUUA Certification

Update

As of this writing we have a baker's dozen of people actively seeking certification in one or more modules of our AUUA certification program. As much as possible where more than one person is doing the same module, they've been encouraged to communicate and share resources.

In case you've missed it, the modules are Communications, Facilities Management, Finance, Human Resources, Leadership, Office Management.



I admit it; I'm biased. I like the people who did our professional day workshop at GA so I'm inclined to listen when they speak on their areas of expertise and I enjoy when they present. However, I wasn't the only one this past June. It's amazing that you can take a topic that on the surface sounds either dull – like risk management, or over baked – like appreciative inquiry and with a group that has enthusiasm and interest, it becomes really interesting. That's what happened.

In the morning Debbie Bieber and Mary Ellen Morgan presented “How to Safeguard Your Church's Assets” which covered risks to the church – a whole variety of risks from copyright issues, to human resources, to everything under the sun. Not surprisingly, the administrators who were there were active participants in this presentation (which really became a conversation). They asked questions and shared their expertise. It would be a gross understatement to say that a lot was learned by everyone. Did you miss it? You can find the some of the information at this link (www.auua.org)

Afternoon was a presentation by the Rev. Elaine Pereshlula on appreciative inquiry. If you're like me, you might think, “Oh no, not another workshop on how to love my frustrations.” It wasn't like that. The frustrations were acknowledged, but also that there is something behind most of it, and if we can deal on that level, so much conflict can be diffused.

As administrators we are so often on the front lines, that every tool we can have is a good thing. Above and beyond that, professional days for me, means the opportunity to get together face-to-face with fellow administrators who understand at a deep level what I do. It an opportunity that happens all too rarely and I cherish it when it does.

Rina Jurceka

Church Administrator

UU Church of Delaware County

Professional Development & Self Care, Risk Management, Technology, Unitarian Universalism and Volunteer Management. Certification in any of these modules can be attained at either level one or level two. Level two includes all of the elements of level one, but takes the learning to a further level of analysis. The cost for either level is the same. The registration fee for each module for AUUA members is \$50. Non-members may pay \$100 which will also cover their AUUA membership until the next membership renewal period annually in September.

The registration form is available on the AUUA website under the link for Advocacy. If you have questions, ask me – Rina Jurceka.

I can be contacted at churchoffice@uucdc.org.

[For More Information on AUUA Certification](#)



Among Ourselves

Welcome to a brand new column where we will post news of our members, past and present. Many of us work alone most of the time and sometimes we meet our colleagues from other UU churches at cluster meetings, district gatherings and if we can afford it, Professional Days at General Assembly. Sometimes we'll reach out and ask for help from another administrator, or will mentor someone new in the job at a church nearby. And over the years, we'll make friends or will feel as if we know someone who posts on the list serv often. When administrators leave their jobs, we seldom hear from them again. We'd like to remedy that with this column. So, as you let us know what you are doing, we'll post it for your fellow administrators and if you list your email address, you'll be able to stay in touch. And if you have news about former administrators, please let us know.

We received sad news this week that former administrator, Marilyn Carpenter died last month. She worked for the First Unitarian Church of St Louis for thirty one years, retiring in 2008, but staying active in the church. Her obituary can be found [here](#).

We also congratulate Amy Beth Gibbs of the BuxMont UU Fellowship in Warrington, PA on the birth of her son last month and send healing thoughts to Cathy Jackson at the UU Church of the Daytona Beach Area, who is still recovering after a fall last winter.

Please remember, this is your column, so let us hear from you. Please send your news to president@auua.org. ~
Mary Ellen Morgan

The 2011 Annual Meeting was Called to Order at 4:17PM on June 21, 2011. While this was a sparsely attended meeting with 19 AUUA members in attendance, it was a high-spirited gathering, and many of the past year's accomplishments were ratified at this Annual Meeting.

President's Report: As outgoing President, I once again wish to express my gratitude at being able to serve the AUUA (and our movement) for four years as President – thank you! I encourage you to read the Annual Reports that are available at www.AUUA.org. At the conclusion of the President's Report, two items were voted on by the members present and passed unanimously, those being the new Mission Statement and the new Code of Ethics for the AUUA.

Our Mission Statement now reads:

“The Mission of the AUUA is to Promote and Strengthen Unitarian Universalism through Effective Administration.”

I encourage our membership to read the new Code of Ethics, with many thanks to Mark Pedersen for putting that together!

Laurel Amabile, Director of Annual Program Fund in the office of Stewardship and Development spoke to us briefly. Laurel offered to be a resource to help publicize the work that AUUA is doing and help recruit new members to the AUUA. She also expressed an interest in working with Administrators on metrics and budget issues. She can be contacted at: lamabile@uua.org

Treasurer's Report. Julie Slayton Frank gave this report. The P&L for FY2010–11 showed a slight profit, and the Balance Sheet shows Assets of \$39,150.99. The Proposed Budget for FY 2011–12 was adopted unanimously.

Membership Report: Mary Ellen Morgan reported that our membership has stalled at right about 200 members, out of a potential 700 UU congregational administrators in our Association. In the coming year we expect to conduct an online survey of administrators to identify what administrators. Recruiting new members is our biggest challenge at this moment – I encourage all AUUA members to reach out to neighboring UU administrators and ask them to join us!

Nominating Committee Report, submitted by Lorraine Dennis and Mary Ellen Morgan:

The following persons were elected to the AUUA Board of Directors: Mary Ellen Morgan, President; Mark Pedersen, Vice President; Julie Slayton Frank, Treasurer; Shaye Gambrell, Secretary, and Chuck Rosene, Past-President. Debbie Bieber, Rina Jurceka, and Jeter Walker continued their service to the AUUA and were elected to another year term. Charles Lewis, Eliot Unitarian Chapel, was elected to his first year term.

Old Business / Certification Report: Rina Jurceka reported on the exciting progress the new Certification Program is making! The Certification Team met in Chicago in October 2010, and completely revamped the program: sharpening its focus, streamlining the program from three levels to two levels, and making it more affordable by charging by module instead of by year. This has proved to be popular with our members and Rina is receiving many inquiries on how to join the program, and we owe Rina many a heartfelt “Thank You’s” for agreeing to Chair this program for the AUUA.

New Business

There was a special presentation to Chuck in gratitude of service to AUUA – a beautiful silver business card holder with inlays of cherry, pau-Brazil, cocobolo, and ebony! It was gratefully received!

Closing Words: Mary Ellen Morgan

The meeting was adjourned and the members present retired to the no-host bar and reception that preceded the AUUA Annual Banquet. I urge our members to read the [Annual Reports](#) that are posted on the AUUA web site – they aren't as dry and drab as one might initially think!

Respectfully submitted,
Charles B. Rosene, Past-President
Association of UU Administrators

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<http://www.auaa.org>

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