



AUUA News

Winter 2022

In This Issue

ProDays Registration

A Message from our AUUA President

Board Update

Upcoming Zoom Check-ins

Benefits Tune-Up Workbook

Good Officer Information

Job Opening in San Jose

Scholarship Assistance

Renewing Your Membership



REGISTRATION is NOW OPEN for PRODAYS 2022 June 7 - 8

Registration is now open for our third Virtual Professional Days! Once again, we've chosen to present a virtual program due to ever changing uncertainties about the pandemic, budget cuts to professional expenses for many, and the opportunity to make our program available to more administrators.

Our Pro Days Planning Team has put together a program with a broad array of professional presenters and AUUA members who specialize in areas of interest, time for inspiration and self-care, and some time to socialize and connect with one another.

We've also moved our ProDays programming to earlier in June to avoid conflicts for those who will be traveling to Portland for GA and to avoid year end conflicts for many administrators. We'll continue with our two day programming schedule with plenty of time built in for breaks, socializing and otherwise connecting.

There is a minimal registration fee for this event (\$25 for members, \$50 for non-AUUA members) and scholarship assistance is available. We hope you'll join us for this wonderful time of professional development, personal growth and getting to know each other.

If you are a member of AUUA please [register here](#).

Non-members of AUUA please [register here](#).

Programming will run from Noon – 6:00 pm Eastern

11:00 – 5:00 pm Central

10:00 am – 4:00 pm Mountain / 9:00 am – 3:00 pm Pacific

Prayer for the Morning

by Audette Fulbright Fulson

*Did you rise this morning,
broken and hung over
with weariness and pain
and rage tattered from wailing too
long in a brutal wind?*

*Get up, child.
Pull your bones upright
gather your skin and muscles into a
patch of sun.
Draw breath deep into your lungs;
you will need it
for another day calls to you.*

*I know you ache.
I know you wish the work were
done and you
with everyone you have ever loved
were on a distant shore
safe, and unafraid.*

*But remember this,
tired as you are:
you are not alone.*

*Here
and here
and here also
there are others weeping
and rising
and gathering their courage.*

*You belong to them
and they to you.
and together,
we will break through
and bend the arc of justice
all the way down
into our lives.*

The Matrix of the Pandemic

I hope you are all doing okay and continuing to be able to adapt, transform, and otherwise morph your work into whatever your congregations need it to be (within reason!) during these strange and confusing times. It seems to me that the pandemic has become the matrix or surrounding element of nearly everything we do in our lives, including church administration. It certainly is an unusual place to be. However, I have confidence in the creativity and resilience of our members--we will find our way out of this somehow.

One thing I want to keep uppermost in my mind is that we don't need to go back to doing things the way we used to do. We have already demonstrated that we don't need to do that to survive. Church administrators and the staff teams they work with can figure out how to provide comfort, inspiration, and the information and space people need, without reverting to old ways, just because that might seem easier at the moment. We can do this!

Be sure to register soon for ProDays 2022, which will be held earlier in June this year, to allow space for those who may be traveling to Portland for General Assembly. It is one change that we thought might help reduce administrator stress. Our ProDays team has created a lively and inspiring set of learning opportunities and we hope to see all of you there!

Carol Marks
AUUA President

Board Update

With sadness but grateful thanks for her hard work and support of administrators across the denomination, the Board accepted the resignation of **Rina Jurceka** in early January.

Rina has been instrumental in getting many new programs started in the realm of professional development and she guided the transfer of our AUUA database to BREEZE in 2021.

We wish Rina well and know that she will continue her support of administrators through the Facebook page and the listserv. Please join us in thanking Rina for her service to the AUUA.

Benefits Tune-Up Workbook

The Benefits Tune-Up Workbook is one of the most popular resources offered by the UUA Office of Church Staff Finances, helping congregational leaders understand our benefit plan rules – necessary documents, eligibility criteria, enrollment windows and more! Ensure plan compliance by having good protocol in place for benefits administration.

The Workbook is now available in two formats:

- A new PDF version has fillable fields so you can complete it on-screen.
- The Word version is useful if you want to type in your own notations to share with teammates. You can upload the Word version as a Google doc for working on as a team.

The Office of Church Staff Finances has also provided a video to help guide you in completing the workbook.

LINKS to these resources

- [Benefits Workbook – PDF](#)
- [Benefits Workbook – Word](#)
- [Benefits Tune Up Help Session – YouTube video](#)

Our monthly Zoom check-ins are an opportunity to gather with administrative colleagues for an hour of conversation about the things that affect each of us in our jobs. The past two years have been a challenge for all of us and these gatherings offer the chance to share common struggles and to share accomplishments. Members of the Board are happy to be offering these chances to connect via Zoom on the **first Thursday of each month**

3:00 pm Eastern; 2:00 pm Central;

1:00 pm Mountain and Noon Pacific.

The meetings for the remainder of this program year

- March 3
- April 7
- May 5
- June 2

Zoom info will be the same each month: meeting id 885 2081 5097 and passcode 269983 or use this link:

<https://us02web.zoom.us/j/88520815097?pwd=MSsxOTF3WUFsbjkzejRFVHJLaG9rQT09>



Did you know the AUUA has Chaplain support available?

The AUUA is blessed to have Rev. Olivia Holmes available for support as our chaplain. You can reach out to Rev. Olivia by email at: uurevoh@gmail.com

A reminder that all conversations with Rev. Olivia are held in complete confidence.



Promoting and strengthening Unitarian Universalism
through effective administration

Do You Need the Support of a Good Officer?

Are you experiencing communication problems with your board or your minister?

Do you need a listening ear about challenges with a congregant?

Are you experiencing difficulty with your professional identity?

A Good Officer is trained to provide that listening presence for you in times like these. All communications with a Good Officer are kept confidential.

Good Offices is available to all AUUA members. More information is in the **AUUA Good Offices Flyer**. If you feel the need to speak with a Good Officer, please complete **this form**.

Membership Fee Assistance Scholarships are Available

The pandemic has forced many congregations to cut budgets and eliminate professional expense lines for many. If you do not have a professional expense budget or you are among those who are not able to renew your AUUA membership because of budget cuts please be aware that we have a *Membership Fee Assistance Scholarship* which can help you pay up to 50% of your AUUA membership fee. To apply, submit a request letter to MaryBeth Hannan, Treasurer@auua.org; please refer to the **AUUA Membership Fee Assistance Policy** for details & requirements.

Job Opening San Jose, CA

The First Unitarian Church of San Jose is seeking a 25 hour per week Office Manager.

This spirited, inclusive, liberal religious community of approximately 220 members is striving to Make Love Visible in all that they say and do. They are located in an historic building in downtown San Jose.

The Office Manager is the hub of the day-to-day operations of the congregation. The position requires excellent computer, communication and people skills to partner with the ministers, volunteers and other staff. The Office Manager supervises the custodial work and coordinates with congregants, vendors and the community to ensure the smooth running of congregational life.

Apply by sending a cover letter and resume through indeed.com.

A GREEK PROVERB

*"If you keep a bow
always bent, it will
break eventually;
but if you let it go
slack, it will be
more fit for use
when you want it."*

How can this
proverb help us to
recognize the need
for self-care?

YOUR AUUA BOARD

Carol Marks, President

Charles Lewis,
Vice-President

MaryBeth Hannan,
Treasurer

Carol Lewis, Secretary

Christina Fulton,
Member-At-Large

Laurie Lantz,
Member-At-Large

LeAúndra Salazar
Slaughter,
Member-At-Large

THE BENEFITS OF AUUA MEMBERSHIP

Membership in AUUA offers many benefits to administrators, and through them to congregational leadership, program staff, and members at large. AUUA offers its members access to the following programs and areas designed to support them in their support of their congregations.

- **Members' Listerv and Facebook Page**— collective wisdom from UU church administrators from across the world.
- **AUUA Resource Library** — a constantly growing collection of sample forms, policies, procedures, job descriptions, and informational articles.
- **Professional Development Opportunities** – an array of development opportunities are offered by our ProDays Team and our Professional Development Team. These opportunities are included in your membership fee or for a nominal additional fee.
- **Scholarship Assistance** – The Pedersen Memorial Fund offers ProDays scholarship assistance for AUUA members and our General Scholarship Fund offers assistance for paying AUUA membership fees as well as assistance with fees for Professional Development opportunities offered by the AUUA.
- **Good Officer Assistance**
- **Chaplain Assistance**
- **Leadership Opportunities** — join a committee or represent your colleagues on the board; help plan Professional Day activities; share your experiences as a UU church administrator as we develop our organization to aid in the missions of our churches through effective church administration. Email AUUA President Carol Marks at admin@uubloomington.org for more information.

A few reminders about membership:

- Membership is open to all administrators serving Unitarian Universalist congregations. (Not all AUUA members are Unitarian Universalist or a member of a UU congregation.) You need to renew your membership annually..
- **Additional administrative staff within your church, regional office, or UUA department receive a 50% discount off their AUUA membership fee** after one fully paid AUUA membership – this discount is available for up to five additional staff members. If you have staff that you feel would benefit from their own membership in the AUUA, please contact MaryBeth Hannan, churchoffice@kentuu.org, who will provide you with a discount coupon code to use during registration of additional staff members.

To join AUUA or renew your membership please follow the steps on our [website](#).