

AUUA News

Fall 2024



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Monthly Lunch & Learn

Each month the AUUA Professional Development Team offers a one-hour workshop for our members. The topics of each *Lunch & Learn* are chosen from suggestions by AUUA members for topics of interest to them in their work or to teach specific skills.

October 23, 2024 Learn More About Trello

Cheyenne Collins, Office Manager, at UU Church of St. Petersburg, FL

Cheyenne will be doing a follow-up session on last spring's *Lunch & Learn* about the team management software, *Trello*. Come and find out how this software can help change the way your team works.

AUUA members are invited to join us on zoom. If you haven't registered, you can find the link on our website (Members > Benefits > Lunch & Learn). The topics for future Lunch & Learn programming will be updated on our website. We also advertise each event in our Facebook group and on our website.

Thank you to our Professional Development Team for all your hard work in organizing these events.

YOUR AUUA BOARD

Karena Stroh, President

Daniel Polk, Vice-President

Carol Lewis – Treasurer

Bubba Miller – Secretary

Janni Kretlow –
Member-At-Large

Florence Jessup –
Member-At-Large

Carol Sorensen –
Member-At-Large

Lewis Copulsky –
Member-At-Large

The Board Goals for the New Church Year



Welcome and Happy Fall to ALL,

I find fall to be a particularly busy time with the church year starting up, although honestly I have yet to see a slow season as a Unitarian Universalist administrator. What I find precious about this time of the year is the coming back together. Many of the committees at my congregation don't hold summer meetings, so even if members still show up on Sunday morning, they are

taking the summer off in so many other ways. You may have noticed that we took a few months off from our Monthly Check-ins and Lunch and Learns. We have a robust group of people on our Professional Development Team, AND welcome more member involvement as we look at ways to grow and enhance our offerings. We have a [survey](#) in this newsletter that will help us hear from you and help us know how best to move forward.

When the AUUA Board of Directors met in Chicago this past June for our annual retreat, we had a robust discussion on all we wanted to accomplish for our members. Excited about all the possibilities, we also know from experience that we can only do so much as an all volunteer board with no paid staff.

Benefits of membership is something the Board discusses nearly every time we meet. **You are why we volunteer to do this work**, and so many of our goals this year reflect that. We started last year, looking for another Chaplain to serve our association, and we are currently getting ready for the interview process hoping to find a good match. We are also in search of someone to do some website work as well as someone who is familiar with setting up a shared google drive. These goals reflect that your board is both building a solid structure as well as refreshing and updating our online presence. By taking the time to review and organize our organizational documents we hope to save time and frustration for future board members. We continue to explore ways to strengthen our communication to and from our members.

Elevating our status as religious professionals is ongoing work for us all; as we advocate for ourselves we advocate for each other. Another goal we need your help with is to have an offering at the Baltimore UUA General Assembly that is sponsored by the AUUA and led by one or more of our members. Is there a topic that you think would be interesting if led by an administrator? Part of elevating the status of UU administrators is visibility and having one or more offerings at General Assembly will help raise awareness of the work that we do. The Board will continue to center love in all our work and look forward to this year together.

Blessings,
Karena Stroh, President

We Are Hiring

Google Drive Management & Set Up

The Association of Unitarian Universalist Administrators (AUUA) is a network of approximately 340 UU administrators serving many different sized congregations and some regional offices across the U.S. and Canada. Our mission is to support and strengthen Unitarian Universalism through effective administration.

We have purchased Google Suite for Nonprofits and are looking for someone to update the current AUUA Google Drive to a properly set up Shared Drive, so that AUUA owns all the files instead of individuals owning them. There are currently 15 google drive folders on our google drive, each containing a varied number of files, all of which have various owners. We would also like emails set up for Board members through the Google suite. The person setting up the shared drive for us may need to do a bit of training, so that the Board uses Google drive correctly going forward and files continue to be owned by the AUUA. We have budgeted for up to 25 hours to do this work. We would like it done within two months, and we will want you to check in every 5 to 10 hours of work to let us know the progress of the project.

Please submit your proposal and qualifications for doing this work and the hourly rate you would charge to AUUA President Karena Stroh by November 15, 2024 via email at karenastroh@firstparishbrewster.org.

Website Management

The Association of Unitarian Universalist Administrators (AUUA) is a network of approximately 340 UU administrators serving many different sized congregations and some regional offices across the U.S. and Canada. Our mission is to support and strengthen Unitarian Universalism through effective administration.

We are looking for someone to update our website. Our current website is a WordPress site. It does not need to stay a WordPress site. We are looking for the website to

- be easy to update and easy to train Board members to do the updates.
- have a members-only area (currently, that aspect of our website is tied to MemberPress)
- have simple, top navigation menus

Two examples of websites we like are AUUMM.org and UUMA.org. We like that sign-in and calendar are always visible, that the menu structure is fairly simple, and that it is clear what resources are visible to members only.

We have budgeted for up to 25 hours to do this work. We would like it done within two months, and we will want you to check in every 5 to 10 hours of work to let us know the progress of the project.

Please submit your proposal and qualifications for doing this work and the hourly rate you would charge to AUUA President Karena Stroh by November 15, 2024 via email at karenastroh@firstparishbrewster.org.

Professional Development Opportunities



Update for the new church year

Since the pandemic, the Professional Development Team of the AUUA has worked diligently to meet your professional development and support needs. We'd like your help in assessing how well we've done. Are the programs we developed meeting your needs? Would you like something more, or something different? Are programs being offered on the days and times that meet your needs? The team much appreciates your completing our [survey](#) to help us chart the course for future programming.



Soul Matters Groups

One of the benefits of an AUUA membership is the opportunity to participate in Soul Matters Sharing Circles. These offer the unique opportunity to explore the Soul Matters monthly themes in a small group with AUUA members to help provide spiritual support for administrators of UU congregations. The groups meet via Zoom once a month for 2 hours from September 2024 - June 2025. Group sizes are between 6-10 members. Registration for 2024-2025 is now closed but if you have questions, reach out Vicki Banville, AUUA Soul Matters Ministry Admin, at vickib@uucw.org.



Monthly Check-In

At this time, we have discontinued our monthly check in zoom meetings due to decreased involvement. You are encouraged to complete the [survey](#) mentioned above to help us identify better ways to support our UU Administrators.

PRO DAYS

Each year we host two professional development days. Our October Pro Day was a huge success and are planning our next day for the spring. Watch our quarterly newsletter, our website, our listserv, or our Facebook group for additional information as we grow closer to the event date

A Pro Day is an event where we offer workshops and plenary sessions on a variety of topics related to church administration, self-care and AR/AO/MC work.

As a member of the AUUA you can access the videos of previous ProDays sessions as they become available at auua.org. (Members > Benefits > Resource Documents > Pro Days).

If you're not a member please consider joining so you can gain access to these important growth opportunities.

YOUR PROFESSIONAL DEVELOPMENT TEAM

Florence Jessup – Chair

Sandra Yen

Susie Gulixson

Carol Sorensen

Carol Lewis

About Our Membership



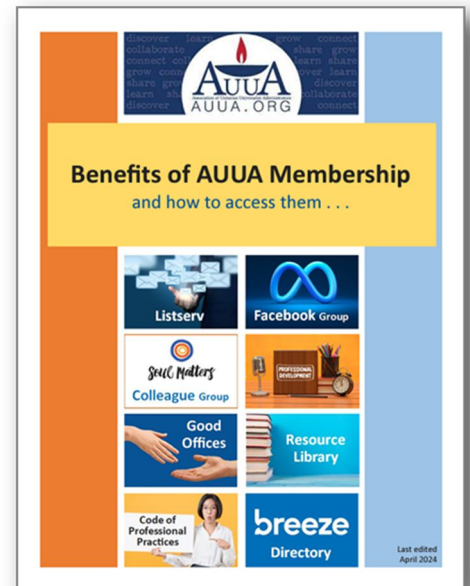
A Message From Our Membership Coordinator

For the first few years of my job as Church Administrator at the North Shore Unitarian Church in West Vancouver, British Columbia (Canada), I felt very isolated. I didn't know that the AUUA existed -- and my attempts to network with the only other nearby UU church's administrator fell flat. So I was truly "going it alone", finding support from the Minister and DRE but not feeling connected to colleagues beyond the walls of my own church.

That all changed when I heard about the AUUA! I was thrilled to discover a whole world of support available for UU Administrators -- so I joined immediately. That was 9 years ago . . . and I have no regrets. Through the AUUA, I've met incredible people, sharpened my skills, and picked up ideas from others that have helped me in my job. The same is likely true for you, after all ***we are all stronger together*** (as the theme of our June Pro Days event proclaimed).

Whether you've been an AUUA Member for many years or are a new Member, you have at your fingertips a whole world of support: professional development opportunities (such as monthly Lunch & Learns by Zoom, and our annual Pro Days events), an online Resource Library, and the opportunity to ask and answer colleague questions on the Listserv and in the Facebook Group. And those are just a few of the many benefits AUUA membership offers!

If you haven't already downloaded and printed the [AUUA Membership Benefits booklet](#), I encourage you to do so now. This booklet explains the many resources that are available to you and explains how to access them.



There are days when we need to be reminded "You are not alone". We have access to over 300 colleagues who understand the joys and challenges of our administrative roles, and who can help problem-solve when things get tough. So ***thank you*** for being a member of this incredible organization! Thank you for sharing in the collective work that we do: *promoting and strengthening Unitarian Universalism through effective administration*. We are stronger together!

Janni Kretlow
AUUA Board, Membership Coordinator
Email: auuacommunication@gmail.com
Website: <https://www.auua.org>



Promoting and strengthening Unitarian Universalism
through effective administration



A few reminders about membership:

To renew your Membership **before it expires**:

- Go to the AUUA website at <https://www.auua.org/> and log in using the email address and password you originally used to sign up for the AUUA. (If you're not sure of this info, let me know).
- Hover over "Member" and click on "Renew Membership" from the dropdown list.
- Locate your congregation's size and click on it.
- Fill in the information requested, and click the "Join or Renew" button at the bottom. An additional 12 months will be added to the end of your Membership.

To **Join the AUUA** or renew your Membership **after it expires**:

- Go to the AUUA website at <https://www.auua.org/> and click on "Join Us" from the main menu.
- Locate your congregation's size and click on it.
- Fill in the information requested, and click the "Join or Renew" button at the bottom.

As always, your continued participation in the AUUA is appreciated!