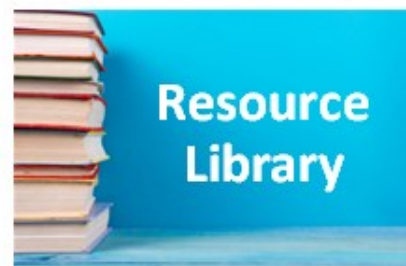




# Benefits of AUUA Membership

and how to access them . . .



# Welcome

Welcome to the AUUA!  
We're happy to have you  
on board with us.

This packet explains  
some of the  
benefits and resources  
you have access to  
as an AUUA member.



# What's in this packet ?

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Do you have questions not covered here?

Please reach out to our Board President at [pres@auua.org](mailto:pres@auua.org)

Or our Membership Coordinator at [membership@auua.org](mailto:membership@auua.org)



# Introduction to AUUA Membership



## What is the AUUA?

The Association of Unitarian Universalist Administrators (AUUA) is a network of people working as administrators in local Unitarian Universalist (UU) congregations, district offices, or UU affiliated organizations, and who have primary or supervisory responsibility in one or more of the following areas:

- Finances / Fund Raising
- Facility Management
- Personnel Management
- Food Service Management
- Office Management
- Computer Systems Management

Through our annual Professional Days trainings, regional and cluster meetings, listserv, and Facebook group, and day-to-day networking, we have been building ways to promote and strengthen Unitarian Universalism through effective administration since 1982.

We have over 300 members in North America.



Our mission is “*Strengthening Unitarian Universalism through effective Administration*”



The tools & benefits explained in this Packet help us achieve our mission.



## Two Types of Members:

### ACTIVE

(voting) Members currently work as paid administrative professionals.

### ASSOCIATE

(non-voting) Members are retired or volunteer lay leaders or administrators who are unemployed or between jobs.

Both types of members must pay annual dues to maintain membership. (See our [Bylaws](#) for more details).

**Note:**

AUUA Members do NOT have to be Unitarian Universalists.

# AUUA Membership

## More About AUUA Dues:



- Dues are reasonably priced between \$25-\$125/year, and are based on the congregation size.
- With one fully paid membership, we offer a 50% discount for additional administrative staff from the same church. (Email us at [membership@auua.org](mailto:membership@auua.org) to request a 50% off coupon).
- If you used congregational or professional development monies to pay for your membership, it belongs to the congregation. So it can be passed on to your successor, if you leave your position.
- If you leave your position and want to continue your membership, you'll need to rejoin as a retired/associate member until employed at another UU church or organization.



## AUUA Login and Password

When you joined the AUUA, you created a login and password. Keep these handy, as you will need them to:

- Log in to the [AUUA website](https://www.auua.org/).
- Access your account details and membership expiry date.
- View member resources.
- Renew your membership.

## Renewing

MEMBERSHIP

## How and When to Renew

Memberships renew annually on or before the anniversary of your join date. Please set a calendar reminder so you remember when to renew.

### TO RENEW BEFORE YOUR MEMBERSHIP EXPIRES:

1. Go to <https://www.auua.org/>
2. Login to your AUUA account.
3. Then hover over **Members** and click **Renew Membership**.
4. Complete the online form (including selecting a payment method).

After payment is received, an additional 12 months of membership will be added to the end of your membership period.

### TO RENEW AFTER YOUR MEMBERSHIP HAS EXPIRED:

1. Go to <https://www.auua.org/>
2. Click on **Join Us** (on the main menu)
3. Select your church size, and proceed with completing the online form (including selecting a payment method).

After payment is received, your membership will be set up for 12 months.

# Listserv Introduction



As an AUUA Member, you have access to a **“think tank” of your peers** — experienced people who understand the joys and challenges of “administry”.

When you join our Listserv and closed Facebook Group, that “think tank” is literally at your fingertips!

The Listserv is the primary way we communicate with each other.

## How To Subscribe to the Listserv:

1. Visit <https://www.auua.org/> and log into your account.
2. Go to **Members > Benefits > Communications**. There, you’ll find a subscription link.
3. Fill in your AUUA email and password (so we can identify you as a Member and approve your subscription request).
4. Indicate if you want to receive posts in digest version (which bundles together several messages).
5. Click the **Subscribe** button. Once the AUUA Board verifies your membership, your application will be approved and you’ll have access to the Listserv.



## Sending Messages to the Group

Once you’ve subscribed, you can send a message to the group by sending an email to: [church-admin-uu@lists.uua.org](mailto:church-admin-uu@lists.uua.org)

## What Kind of Messages Can I Post?

You can ask job-related questions, request ideas or document examples, and share ideas, insights, joys and inspirations. But please keep it positive! This is not a place to vent frustrations with your job, or bash your congregation, co-workers, or ministers. If you’re struggling with something, reach out to a colleague, AUUA Board Member, or an AUUA Good Officer (see page 8 for more info).

# Listserv Guidelines



**AUUA Members  
agree to  
these Listserv  
guidelines**

## **Before posting to the Listserv please consider the following:**

- Has your question been answered before? A link to the archives can be found at the bottom of every email on the list, or at <http://lists.uua.org/mailman/private/church-admin-uu/> (login required).
- To hear what other UU congregations are doing, the listserv is a good option. Responses from congregations of similar size and geographic location may be the most relevant to your situation.
- Will your post be relevant to other UU administrators?
- Can the information you need be found elsewhere (i.e. [a Google search](#), the [UUA website](#), the [AUUA website](#), or an [email to the AUUA Board](#))?
- Does my question or comment reflect a commitment to professionalism and UU values?

## **When Posting:**

- Review the considerations listed to the left to make sure your post is appropriate and relevant.
- Include a clear subject line.
- Include your name, geographic location, annual budget (if you know it), and membership numbers in your post.
- Keep your post as brief as you can. Posts are limited to 500 KB. If your post exceeds this limit, it may be rejected.

**Who do  
I contact  
with  
questions?**



Email the AUUA Board  
member who handles  
the Listserv at

**[church-admin-uu-  
owner@lists.uua.org](mailto:church-admin-uu-owner@lists.uua.org)**

## **When Replying to a String of Posts:**

- Delete all but the most relevant information from the bottom of the email.
- Change the email address to respond to that individual only (rather than the whole group) if your answer is relevant to just the person who originally posted the message.
- Insert a new subject line (if needed) to identify what you're responding to.

(Learn more about Listserv and Facebook confidentiality at <https://www.auua.org/wp-content/uploads/2023/06/From-AUUA-Board-2019-12-16-re-confidentiality-of-listserv.pdf>).



# Listserv Q&A

Questions  
& Answers  
about using  
our  
Listserv

### Very Important!

Please **DISABLE** mail delivery before setting a vacation auto-reply on your email account! This prevents LOADS of emails for ALL of us — and you can **ENABLE** when you return. (See instructions to the right).

☐ Enabled  
☒ Disabled



### How do I **PAUSE** messages while on vacation?

This is especially important if you set up an auto-reply to notify people you are away!

1. Log in at <http://lists.uua.org/mailman/options/church-admin-uu/> and scroll down to the Mail Delivery section.
2. Select **Disabled** (to pause delivery while you are away) or **Enabled** (to turn it back on when you return).
3. Click the **Submit My Changes** button at the bottom of the page.



### Why don't I get attachments?

If you receive the digest version, you won't receive attachments. To locate an attachment, look for a URL link under that message and click on it. That should take you to the listserv archives where you will be asked to enter your user name (email) and password. Once you've done that, the attachment should download.



### Settings

Review and change your Listserv Settings by logging in at

<http://lists.uua.org/mailman/options/church-admin-uu/>



# More Listserv Q&A

More  
Q&A  
about using  
our  
Listserv



### How do I Locate the Listserv Archive?

Find the link to the archives at the bottom of every email on the list, or at <http://lists.uua.org/mailman/private/church-admin-uu/>.

The archives are sorted chronologically by week, but you can use the Search box at the top of the page to search for a specific topic.



### How do I sign up for the digest version of the Listserv?

Sign up for the digest version if you prefer to receive a group of posts rather than each individual post to the list. To turn the digest version on or off:

1. Log in at <http://lists.uua.org/mailman/options/church-admin-uu/>.
2. Scroll down to the **Set Digest Mode** section.
3. Select **Off** (to receive individual posts) or **On** (to receive the digest version).
4. Click the **Submit My Changes** button at the bottom of the page to save your settings.

(NOTE: The digest is based on the size of the posts, so more than one digest may go out in a day).



### How do I reset my password?

If you've forgotten your password, click on the "Forgot Password" link, and fill in the email address you used when you subscribed to the list. If that doesn't work, email the List Administrator: [church-admin-uu-owner@lists.uua.org](mailto:church-admin-uu-owner@lists.uua.org)



# Facebook Group



**Our  
Facebook Group  
is a closed group**

(for current AUUA  
Members only)



## How to Join to our Facebook Group

1. Visit <https://www.auua.org/> and log into your account.
2. Go to **Members > Benefits > Communications**. There, you'll find a link regarding Facebook.

(NOTE: It may take a few days for one of the group administrators to verify and approve your request).

## This isn't the place to vent...

The Facebook Group & Listserv are not the place to vent your frustrations about your job, minister, or congregation. While this is a closed group, there are UUA staff and ministers who are part of the group. If you need to vent, consult with a colleague, request an AUUA Good Officer (instructions on next page), or contact an AUUA Board Member.



## Stay Connected!

If your AUUA membership expires, you will be removed from the Listserv and Facebook Group (since these groups are for current members only). Keep your membership current!



# Soul Matters Colleague Groups



## Soul Matters Colleague Groups

### You're Invited!

Whether or not your congregation subscribes to the Soul Matters program, you're invited to participate in a Soul Matters group with other AUUA Members. Reach out to our [Membership Coordinator](#) for details.

### Why Join a Soul Matters Group with the AUUA?

Participants find this program incredibly enriching — and participating with colleagues leads to deep and lasting friendships, as well as spiritual renewal.



### How does it work?

To join a colleague group, simply send an email to [\*\*auuacommunication@gmail.com\*\*](mailto:auuacommunication@gmail.com) for referral to the person who coordinates the AUUA Soul Matters groups. The coordinator will match you with a group.

You will receive packet for each monthly theme, which you will read ahead of time. The themes are varied, but include such things as Story, Inclusion, Joy, and Imagination. Each monthly packet contains a variety of readings, projects, and questions that invite you to delve into the topic more fully in a way that is fun and engaging for you.

Once each month, your group will meet monthly via Zoom to discuss the theme and how each of you chose to explore it. These monthly meetings usually last 1.5 hours or so.





# Chaplain

## Pastoral Care



**Our  
Interim Chaplain  
can provide  
pastoral care for  
AUUA Members.**

## Administrators sometimes need Pastoral Care, too!

Administrators sometimes need pastoral care, too. In order to maintain professional boundaries among colleagues, Admins may not always feel comfortable going to the Minister of the church where they work.

Our AUUA Chaplain provides compassionate & confidential pastoral care to AUUA members who are facing death of a partner or close relative, illness, medical procedures, life transitions, and crisis.



## How to reach out for Pastoral Care . . .

AUUA Members can locate the contact information for our Chaplain through our website. Login and then go to:

**Members > Benefits > AUUA Chaplain**

Please make note of and respect the Chaplain's availability (keeping in mind that the Chaplain has a full time ministry, so may only be available to the AUUA during specific blocks of time), and then reach out using the contact methods provided. Please immediately identify yourself as an AUUA member, so the chaplain knows the context of your request.

# Good Offices

## Good Offices

**AUUA Members  
have access to our  
confidential  
GOOD OFFICES  
PROGRAM**



### **What Good Officers Can & Can't Do:**

Although they are experienced, Good Officers are not trained mediators or counselors. Their primary obligation is to provide support, resources, and advice. Although they cannot solve the problem for you, they will guide you through it.



### **What is the Good Offices Program?**

Good Offices is a support program that can help AUUA members when they are experiencing difficulty in their jobs with relationships, role issues, boundaries, or professional identity. The AUUA has several Good Officers available who have completed the training.

Members can have a confidential talk with a Good Officer when they need to work through a conflict or they are struggling with an aspect of their job or relations with a co-worker, the minister, or the congregation. Good Officers will listen, provide support, resources, and advice.



### **Need a Good Officer?**

To request a consultation with a Good Officer, fill out this form:

<https://auua.breezechms.com/form/39b24f>

You can also find this link on our Member Benefits webpage. Login to your account at <https://www.auua.org/> and under **Members**, click on **Benefits**.

H E L P

# breeze

## Directory

AUUA Members  
can access our  
Breeze Directory,  
which lists other  
members and  
their churches.

### Background

# 2020

The AUUA  
started using  
the Breeze  
Church Man-  
agement

System in 2020. This compre-  
hensive database includes  
most churches across the  
USA, Canada, and Mexico —  
and their Administrators (if  
they are AUUA members).

# breeze *please!*

Request access  
to the AUUA's Breeze account here:

<https://auua.breezechms.com/form/e66759>

### When you sign into Breeze:

- Upload a profile photo to help others get to know you.
- Complete or correct details about you and your church (such as your work contact phone number, church address, website, church size, etc.)
- You can do a "People" search for other Administrators by first or last name, congregation, state, region, etc. This is a great way to meet other AUUA members in your area and arrange meet-ups.

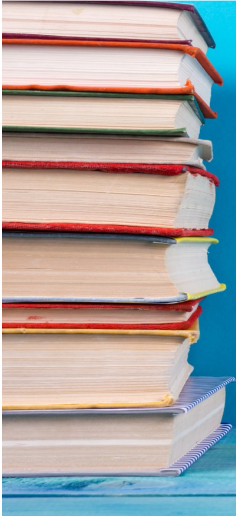


### Breeze "Families"

We have people grouped into families, with each family representing a Church and its Administrative Staff.



# Resource Library



## Resource Library

**AUUA Members  
have access  
to an incredible  
Resource Library!**

### A Note:

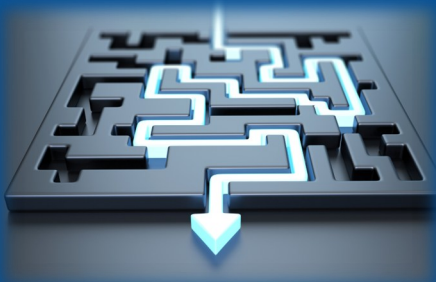
Our Resource Library is a work in progress—so there's room for improvement. The Board continues to work on it, as time permits. (Remember, the AUUA Board are full time administrators at their own churches, and volunteer their time with the AUUA).



### What's in the Resource Library?

Our Resource Materials are a series of Google folders containing things shared by members, such as:

- Database recommendations
- Human Resources documents
- Policy examples
- Recordings of past AUUA workshops, events, and Professional Days



### How to find the Resource Library:

1. Visit <https://www.auua.org/> and log into your account.
2. Go to **Members** > **Benefits** > **Resource Documents**. Click on the link in the large font.
3. From there, you can explore the folders and their contents.

**Add**  
+  
**Something**

**Do you have something to add to our  
Resource Library?**

Please email it to: [membership@auua.org](mailto:membership@auua.org)

# Professional Development



**AUUA Members  
are invited  
to participate  
in a variety of  
Professional  
Development  
opportunities...**

## **Notes:**

- Many of our Professional Development opportunities are FREE.
- Some are offered to non-AUUA members at a higher registration fee than what our members pay.
- Scholarships are available (see below).
- Watch our Listserv and Facebook Group for more info about upcoming events!

## **Professional Development Opportunities Include:**

- Annual Professional Days Event.
- Workshops on various topics of interest throughout the year.
- Informal Zoom check-ins with colleagues.
- Monthly “Lunch & Learn” sessions on a variety of topics.
- And more!



## **Scholarship Assistance is Available**

Scholarship funds are available to our members who do not have Professional Development Funds in their church budgets. Scholarships may be used for Membership Dues, Pro-Days Registration fees, and to help cover other Professional Development costs.

We ask the church to pay *part* of the cost if they are able, and we require a letter from the Minister or Board President because we want the church to know that Administrators need Professional Development Funds when planning future budgets.

Apply for Scholarships at <https://auua.breezechms.com/form/c41e375320>. An AUUA Board member will get in touch with you shortly thereafter with a response.



# Code of Professional Practices

## Code of Professional Practices



## Code of Professional Practices

Our Code of Professional Practices provides a guide for our behavior that helps us establish healthy boundaries, protecting us from many “landmines” that could be encountered in our jobs.

## What It Includes:

The **Preamble** establishes that “We, the members of the Association of Unitarian Universalist Administrators (AUUA), affirm this Code of Professional Ethics as our standard of commitment to congregational administration. . . .” These 5 sections follow:

- 1—Self
- 2—Colleagues
- 3—Congregation
- 4—Within the AUUA
- 5—The Larger Community

Each section includes 2-6 subpoints that are full of wisdom and relevance.



## How It Helps

Our Code of Professional Practices establishes safe guidelines to guide you in ethical behavior on the job, reducing stress and providing clarity when things get “muddy”. We suggest reading it regularly.

## Where to Find It

See our Code of Professional Practices on our website at:

[https://  
www.auua.org/  
aboutus/  
codeconduct/](https://www.auua.org/aboutus/codeconduct/)





# In Summary:



## **AUUA Membership offers many benefits**

— many of which are included in this booklet.

But perhaps the most important benefit of all is the network of support that we all discover when we join this incredible group. You are not alone.

We are in this together, and are here to help support and encourage each other along the way!

## **We're glad you've joined us!**



**Website:** <https://www.auua.org>

**Email:** [membership@auua.org](mailto:membership@auua.org)