



Benefits of AUUA Membership

and how to access them . . .



Welcome

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.

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What's in this booklet



Do you have questions not covered here?

Please reach out to us!

Contact our President at pres@auua.org
or our Membership Coordinator at membership@auua.org.

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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 congregations, district offices, or UU affiliated organizations, and who have primary or supervisory responsibility in any 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 personally be Unitarian Universalists. They only need to work for a UU congregation.

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 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 when you leave.
- 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 & Password

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

- Log in to our [website](#).
- Access your account details.
- View member resources.
- Renew your membership.

Renewing

MEMBERSHIP

How and When to Renew

Memberships renew annually on the anniversary of your join date. Please set a calendar reminder so you remember when to renew. (We will also send you a reminder as the time gets closer)

TO RENEW BEFORE YOUR MEMBERSHIP EXPIRES:

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

An additional 12 months of membership will be added to the end of your membership period.

TO RENEW AFTER YOUR MEMBERSHIP EXPIRES:

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

Your membership will be set up for 12 months.

Questions? Problems?

Contact our Membership Coordinator at membership@auua.org.

Listserv Introduction



AUUA Members have access to a **“think tank” of 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.

Subscribe to the Listserv through our website:

Login at <https://www.auua.org/> and then:

Members > Benefits > Communications



There, you'll find a subscription link. Fill in your email and the same password used to set up your AUUA account, indicate if you want to receive posts in digest version (which bundles together several messages), and click the Subscribe button. Once the AUUA Membership Coordinator verifies that you are an AUUA member, your application will be approved and you'll have access to the Listserv.

Sending Messages to the Group

Once you've subscribed, you can message the group by sending an email to church-admin-uu@lists.uua.org

What Kinds 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, an AUUA Board Member, a Good Officer or our Chaplain (see pages 12-13).



Listserv Guidelines



**AUUA Members
agree to these
Listserv
Guidelines. . .**

Before posting to the Listserv please consider the following:

- Has your question been answered before? Find the archives linked at the bottom of every email on the list, or at <http://lists.uua.org/mailman/private/church-admin-uua/> (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 by emailing the AUUA Board President at pres@auua.org).
- 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.
- Also include your name, geographic location, annual budget (if you know it), and membership numbers.
- Remove any comments from others.
- 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 our
Membership Coordinator at
membership@auua.org

When Replying to a Post String:

- 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 only to 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** ("pause")
Listserv emails before setting a
vacation auto-reply on your email
account! This prevents **LOADS** of
bounced messages for **ALL** of us!
You can re-**ENABLE** when you
return. (Instructions →)

☐ Enabled
☒ Disabled

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

This is especially important if you set up
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/](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 Listserv email, or login here:

<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 Listserv 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 our Membership Coordinator at membership@auua.org.



Facebook Group



Our Facebook Group is a “closed” group

(for current AUUA Members only)



How to Join Our Facebook Group

Join our Facebook Group through our website.
Login at <https://www.auua.org> and then:

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 places 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 page 13), or contact an AUUA Board Member.



Stay Connected!

If your AUUA membership expires, you will be removed from the Listserv and Facebook Group. To stay connected, maintain your membership status. (See page 5 for instructions on renewing your Membership).

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>.

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 AUUA colleagues.

Why Join a Soul Matters Group with the AUUA?

Participants find this program spiritually enriching — and connecting with colleagues in this way can lead to deep and lasting friendships.



How does it work?

To join a colleague group, simply email membership@auua.org for a referral to the person who coordinates the AUUA Soul Matters groups. The coordinator will match you with a group.

Then, you will receive a packet for each monthly theme, which you will read before meeting with your group for a monthly Zoom. The themes are varied, but have include such things as **Story**, **Inclusion**, **Joy**, and **Imagination**. Packets contain 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 (and a leader) will meet 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 need Pastoral Care, too!

Administrators sometimes need pastoral care. To maintain professional boundaries among colleagues, Admins may not 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.



When You Need Pastoral Care:

AUUA Members can locate the instructions and contact information for our Chaplain through our website. Login at <https://www.auua.org> and then:

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 suggestions. Although they cannot solve the problem for you, they will help guide you through it.



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 suggestions.



Need a Good Officer?

Request a Good Officer consultation through our website:
Login at <https://www.auua.org> and then:

Members > Benefits > Good Offices Program

Breeze Directory

breeze Directory

AUUA Members have access to our Breeze Directory

which lists other AUUA
members and their churches.

Background

2020

The AUUA
started using the
Breeze Church
Management
System in 2020.

This comprehensive database
includes most churches across
the USA, Canada, and Mexico
— and their Administrators (if
they are AUUA members).

breeze *please!*

AUUA Members can request access
to the AUUA's Breeze Directory here:

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

NOTE:

We are constantly updating our Breeze Directory,
so let us know if you spot something that needs changed!



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 phone number, church address, website, church size).
- You can do a “People” search for other Administrators by first or last name, congregation, state, region, etc. This is a great way to find other AUUA members in your area and arrange local 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:

- Forms
- Human Resources documents
- Policy & Procedure examples
- Recordings of past AUUA workshops, events, and Professional Days presentations.
- And more!



How to find the Resource Library:

Login at <https://www.auua.org> and then:

Members > Benefits > Resource Documents



Do you have something to contribute to our Resource Library that might be helpful to others?

Please email it to: secretary@auua.org

Professional Development



**AUUA Members
may participate
in a variety of
Professional
Development
opportunities...**

Notes:

- Most of our Professional Development opportunities are either FREE for Members.
- 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 Pro Days events.
- 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!



Scholarships Are Available

Scholarships 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 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

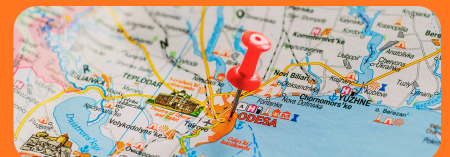
Our Code of Professional Practices establishes safe guidelines to guide you in ethical behavior on the job, reducing stress and providing clarity when things get “muddy”.

We suggest reading it regularly!

Finding It

See our Code of Professional Practices on our website at:

<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 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!

Or if you haven't joined us yet, please do.
Simply click "Join Us" on the main menu of our website: <https://www.auua.org>

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

Email:
membership@auua.org

