

Jefferson Unitarian Church

OPERATIONAL PROCEDURES

GENERAL PROCEDURES

1. **Payment of Bills**

All bills to be paid or requests for reimbursement should be sent to the church or placed in the Bills Payable mail slot attached to a blue Request for Payment form ("Blue Slip") available in the church office. Receipts and/or appropriate documentation, signature of authorized spender and correct expense account number are required for audit purposes. Incomplete forms will be returned to the initiator.

According to Colorado Statute, JUC is exempt from sales tax. When purchasing anything to be used for church business, you may mention the tax-exempt number (98-00883-0000) and not be charged sales tax. You may also be required to provide a copy of the Colorado State Tax Department letter exempting JUC, which is available in the church office.

2. **Income and Deposits**

The church administrator processes all deposits and income. Please put the total of the deposit with your name and the account to which the income should be credited on the front of a deposit envelope (available in the Income Mail Slot and in the church office) and place in the Income Mail Slot. Your count of cash and checks is required also.

3. **Mail Slots**

All Councils, Council Groups, Leadership Committee Chairs, Board members and staff have mail slots. Please remember to check your box regularly when at church for important messages, information, etc.

4. **Current Board meeting minutes, monthly financial reports as well as Board meeting agendas** are available in the church office.

5. **Church Calendar**

All committee meetings, events, activities held at the church must be placed on the master church calendar by calling the church office or completing the online Calendar Event Request Form (see [Calendaring Guidelines](#) in the Calendars section). To help insure that all meetings and scheduled events are correctly listed in the newsletter and that adequate space is allocated, please call the office with information as soon as your meeting or program is scheduled - BETTER YET, even in the planning stages! If you plan to meet in the church, arrange well in advance to use the lockbox outside the Mills building. **PLEASE RETURN KEY TO THE BOX IN A TIMELY MANNER SO IT WILL BE AVAILABLE FOR OTHERS.**

6. **Audio/Visual Equipment**

Some Audio/Visual and sound equipment is available at the church. Please contact Eric Pieratt, Caretaker, at 303-279-5282 x16 for checkout procedures and scheduling.

7. **juceALERT Announcement List**

See Section XI in the [Communications Guide](#) for procedures and usage.

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8. **COSTCO Procedures**

The church has a Costco non-profit account card. This card allows purchases to be made without paying Colorado State tax. Charges made with this card will be billed to the church. The card must be checked out from the church office during office hours. Name and group/committee must be listed on the checkout sheet. The card must be returned within 24 hours with the receipt and a completed and signed Costco Card Approval form.

OFFICE PROCEDURES

1. Councils, Groups and committee chairs are encouraged to submit any requests for office assistance and/or other services to the office for coordination and prioritization. The office staff will be happy to offer suggestions and support in completing committee projects.
2. Materials such as newsletter inserts, flyers, brochures, notices in quantity, etc., may be duplicated on the church copy machine. Please give at least one week's notice. The computer, laser printer and copy machine are to be used for church business only! Prior arrangements must be made with the church office. For instructions on how to use the copy machine please contact the church office.
3. Deadlines:
 - A. **Newsletter** -- Wednesday prior to publication date, 3 p.m. Please send submissions by e-mail (ronabradley@jeffersonunitarian.org). Newsletters are published bi-weekly (monthly in June and July) and mailed electronically. First class mail delivery is available upon special request at 303-279-5282 or ronabradley@jeffersonunitarian.org.
Newsletter Inserts -- Must be scheduled for publication at least one week in advance with the church office. Insert dimensions, color, and other inserts to be included, whether or not news may be printed on the back or not will all be taken into consideration.
 - B. **Order of Service Announcements** -- Thursday prior to publication date, 9 a.m., please submit by e-mail (ronabradley@jeffersonunitarian.org) to Rona Bradley, Communications Manager.
4. Office Hours are 9:00 a.m. to 4:00 p.m. Monday through Friday; Tuesday, Wednesday and Thursday evenings 6:30 p.m. to 9:30 p.m. and Sunday 8:30 a.m. to 12:30 p.m. During the summer office hours are reduced to 9:00 a.m. to 2:00 p.m. Monday, Wednesday and Friday, and 8:30 a.m. to 12:30 p.m. Sunday.

Notes about Using the Buildings

(See Section 12.3 Building Use Policy in the [Standing Rules of the Board](#))

- Each event, which you schedule at the church, requires that you or someone you designate be responsible for turning out lights, securing all doors and windows and locking up.
- The kitchen must be cleaned so that no one can tell you have served coffee or made soup. Do not leave any food in the refrigerator! Vacuum, pick up, put away tables and chairs and take out trash.

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- Sign Posting: Please contact the office before hanging flyers, notices, etc., on church walls, windows or bulletin boards. The office will be happy to help you display these items in the appropriate locations.
- Using the sanctuary or chapel: Please be aware that chancel decor, art show pieces, and chair arrangement are not to be disturbed except by request to the church office and/or Campus Caretaker.