

PERSONNEL

Unitarian Universalist Church of Pensacola Office Administrator Job Description

March 1, 2023

Position Title: Office Administrator

Purpose of Position

- (1) To assist in furthering the church's mission by performing specified logistical, communicative, technical, and clerical functions, allowing the Board members and Congregation to maximize their potential in the spiritual, congregational, and civic matters of the church.
- (2) To offer a professional presence in the church office for all inquiries into church affairs. This is not a remote working position, although some limited tasks may be performed remotely, subject to supervisor's approval.

Terms of Employment

Appointment will be for a term of one year, March 1 through February 28, with annual review and opportunity for renewal. Compensation for this position is based on an expectation of a time commitment of 10 hours per week with regular, specified weekly hours at the church spread over two or three days. After twelve months of service, one week of paid leave per year is provided, based on the regular 10-hour work week. New hires will serve a probationary period of three months at which time a performance review will take place.

Responsibilities

Assume responsibility for the day-to-day operations, communications, and coordination of the general office functions of the church.

Communications:

1. Answer the telephone, check voice mail messages, email messages, and U.S. Mail

delivery. Respond to general questions. Distribute messages and refer questions and requests to the members of the Board, team leaders, rental coordinator, or other members of the congregation as appropriate.

2. Prepare Orders of Service for special occasions such as Celebrations of Life or Weddings, plus special handouts when required for Sunday Services or Congregational Meetings.
3. Prepare weekly email, and monthly newsletter, using information provided by members of church leadership.
4. Assist in preparation of multimedia Sunday Service presentations when needed by providing hymn lyrics when requested by service leader, forwarding presentations to Sound Room technicians, and referring service leaders needing assistance with presentations to the appropriate volunteer.
5. Assist with official communications with the UUA as designated by the Board President.

Simple Church Administration:

6. Act as primary point of contact for scheduling events through SimpleChurch calendar.
7. Assist the Membership Team in updating member, friend and prospect data in SimpleChurch and in any print directories that may be maintained at the time; and in communicating with visitors as requested by the Membership Team.

Building and Equipment:

8. Assist members or volunteers with office equipment as needed.
9. Perform routine checks of the building at arrival and before departure, ensuring all doors are locked; all lights, thermostats, and security alarms are properly set, etc.
10. Communicate regularly with Buildings and Grounds Team leaders regarding building repairs and maintenance.
11. Supervise the church custodian or custodial volunteers.
12. Maintain adequate bathroom, kitchen, and cleaning supplies on site and re-order as needed.

13. Maintain the offices and closets in an orderly condition.
14. Maintain the thermostat schedule.
15. Act as one of several contacts for building security system.

Accountability:

The position will be supervised by the board who will designate a single person to act as liaison and point of contact. This liaison should be notified of any absence, planned or unplanned, and any problems or needs of the Office Manager.

There will be an annual performance review with the board liaison and other board members between February 1 and March 15, focused on goal setting and dialogue about work effectiveness.

Knowledge, Skills, and Experience Required:

- Two years of post-secondary education or equivalent relevant office experience.
- Excellent verbal and written communication skills.
- Knowledge of Unitarian Universalism and our congregation's organizational structure.
- Word-processing, PowerPoint, Excel, database management, and internet-based systems skills.
- Ability to type a minimum of 25- 30 wpm with accuracy.
- Ability to use independent judgement and initiative while respecting procedures and accountability.
- Good organizational skills
- Excellent interpersonal skills and collaborative leadership style.
- Ability to set priorities.
- Flexibility in responding to unanticipated demands and re-prioritizing tasks based on changing circumstances.
- Ability to lift and carry 20 pounds.
- Basic understanding of building systems

Office Administrator Letter of Agreement

March 1, 2023

Dear _____:

Per our conversation, the Unitarian Universalist Church of Pensacola is pleased to offer you the position of Part-Time Administrative Assistant. Here are a few details about the position that you will need to know:

1. The position is for ten (10) hours a week. Any hours above and beyond ten would be by special arrangement with a member of the Executive Committee only.
2. There is a three-month probationary period, to allow both you and the church to assess the employment arrangement. The pay rate during this probationary period will be \$15.00 (Fifteen Dollars) per hour.
3. After three months of employment with the church, if both parties evaluate the employment arrangement to be satisfactory, you will become a permanent employee. The pay rate may be adjusted upward to \$15.50 (Fifteen Dollars and Fifty Cents) per hour.
4. After twelve (12) months of employment with the church, one week (10 hours) of paid vacation will be provided.
5. After 1,000 (One Thousand) hours of employment with the church, you will become eligible for a retirement plan through the UUA. (More details on this plan are available on the UUA website.)

If you have any questions regarding this offer, please do not hesitate to contact me. Welcome aboard.

Sincerely,

President Board of Governors

Received this date: _____

**Unitarian Universalist Church of Pensacola
Cell Phone Stipend Agreement**

Employee Name: _____ Stipend Start Date: _____

Job Title: **OFFICE ADMINISTRATOR** *Occasional.* *Regular* *Power Use*
Monthly Stipend based on usage: ___ \$10 ___ \$30 ___ up to \$80

Cell Phone #: _____

Business Purpose: **COMMUNICATION VIA VOICE, TEXT, AND EMAIL WITH MINISTER, GOVERNING BOARD, CONGREGATION MEMBERS, VENDORS AND SUPPLIERS, ETC. FOR CHURCH-RELATED BUSINESS.**

Policy Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a non-taxable reimbursement of expenses. The level of cash subsidy (stipend) will be determined by a person’s job duties as it relates to cell phone use and access. UUCP will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (at church, during travel or at home). This includes termination clauses, and paying all charges associated with the cellular service and device.
- Attest to related necessary business use.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change. Also, if the employee reduces service levels in the wireless

contract below the reimbursed amount, the same communication expectations exist.

- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all UUCP policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all UUCP data from the cell phone when employment with the Church is severed, except when required to maintain the data in compliance with applicable law.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy.

Employee Signature

Date:

Governing Board Signature and Title

Date:

**Unitarian Universalist Church of Pensacola
Laptop Use Agreement**

Guidelines for Use

1. The laptop remains the property of the Unitarian Universalist Church of Pensacola (“UUCP”). The laptop may be taken to Employee’s home for short periods of time to enable non-office work hours when needed and to prevent disruption of work during emergencies or illness.
2. The laptop is covered under UUCP insurance; however, the employee must take reasonable care to avoid damage or loss. All peripherals and accessories are to be stored safely.
3. All usage of laptop software and internet browser must be work-related and of a nature appropriate to UUCP values.
4. An access password must be in effect at all times to protect the private information of congregation members accessible through the laptop.
5. All technical issues with the laptop should be immediately reported to employee’s supervisor or an IT volunteer.
6. The laptop is for the employee’s usage only and must not be used by a third party.

Laptop Use Agreement

I wish to apply for, and confirm that I am willing to accept the responsibility for a laptop belonging to UUCP.

I confirm that I have read, understood and agree to the attached ‘Terms and Conditions of Use’ and am willing to take responsibility for the laptop subject to these ‘Terms and Conditions of Use’ and such other policies as are determined by UUCP.

By signing this Laptop Use Agreement, I agree to the following terms and

conditions of use and accept delivery of the laptop.

Laptop make and Serial Number: _____

Employee name (please print): _____

Employee signature: _____

Date: _____

Terms and Conditions of Use

1.1. I agree that the laptop at all times remains the property of UUCP and that the Laptop is provided for my use to minimize work disruption during emergencies or illness of employee.

1.2. I may use the laptop off-premises for short periods of time as needed.

1.3. I undertake to keep the laptop in good working order and to notify UUCP of any defect or malfunction of the laptop while in my care.

1.4. I will use the laptop lawfully and in accordance with UUCP values and any published policies, which may change from time to time, regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.

1.6. I will not sell, assign, transfer or otherwise dispose of the laptop.

1.7. If my employment status changes with UUCP, or if I breach any of these terms or conditions, UUCP may revoke this arrangement by giving me written notice.

1.8. I will return the laptop to the church in good working order upon the termination of my employment with UUCP.

1.9. I will take due care of the laptop at all times, including

1. Not leaving the laptop unattended in a public place.
2. Not leaving the laptop in plain view in an unattended or unsecured vehicle.
3. Not allowing the laptop to be accessed by any other person (unless authorized by UUCP through my supervisor).
4. Not allowing the laptop to be interfered with, tampered with or altered by a third party.
5. Ensuring due care is taken in the handling, transporting and usage of the laptop.

1.10. I will not remove, conceal or alter any laptop markings, tags or plates or engrave or mark the laptop in any way that will reduce the value of the laptop.

1.11. If the laptop is lost, stolen or damaged I will advise UUCP and the Police as soon as possible.

1.12. I will not allow my network user account and password to be used by anyone other than myself, unless such use is authorized by my supervisor.

1.13. I understand that due to current software licensing arrangements covering home use, the laptop cannot be used by me for any commercial purpose.

Affiliation Agreement between
The Unitarian Universalist Church of Pensacola
(UUCP),
Represented by its Governing Board
and
The Rev. Maggie Lovins, Community Minister endorsed by UUCP.

What is Community Ministry?

Community ministry has been around for centuries; it has been called community-based ministry, specialized ministry, public ministry, social ministry, ministers-at-large, the larger ministry or another name. In this context, community ministry is Unitarian Universalist ministry that happens beyond the confines of a UU congregation. Community ministers are trained to participate in traditional forms of ministry such as hospital chaplaincy, worship, preaching, pastoral counseling, spiritual direction, religious education, social witness, and institutional leadership such as serving in leadership with our UUA or our Region. Unlike their parish or religious education colleagues, community ministers experience a call to use these skills in different settings, often less visible to a congregation.

Although parish ministers and ministers of religious education are clearly tied in structured institutional ways to congregational life, community ministers commonly are not. Affiliated ministers are not part of the staff of a congregation. Instead, affiliated ministers and the corresponding congregation are bound by covenants that articulate how they live out their shared ministry. Affiliated community ministers and a UU congregation bind themselves in union so that our hands may work together for the creation of the Beloved Community.

Rule 18 of the Ministerial Fellowship Committee requires that a community minister “maintain ties and receive endorsement by *one or more* of the following: A UUA member congregation, authorized District body, UUA Associate Member organization, or the UUA. Endorsement includes a pledge of continuing relationship and support and affirmation that the work is recognized by the endorsing body as ministry.”

Very few models exist for structured relationships between UU community

ministers and local churches, and it is with this in mind that we commit to this Affiliation Agreement and Community Ministry Covenant between the Unitarian Universalist Church of Pensacola (UUCP), its Governing Body and Rev. Maggie Lovins.

The following covenantal provisions are intended to deepen UUCP and Maggie's relationship by establishing clear boundaries in the context of the Unitarian Universalist Church of Pensacola.

1. **Maggie's overall relationship with the Congregation:** UUCP welcomes Maggie as a member of the church. She may participate in UUCP activities of her choosing but is under no obligation to do so. As an affiliated community minister, Maggie may, at the request of the Governing Body, perform ministerial functions but is under no obligation to do so. Maggie shall maintain active, pledging membership in the congregation. She may participate and volunteer in areas appropriate to her identity as community minister. She will not serve in any elected position in the congregation. Maggie will serve as Affiliated Community Minister of UUCP provided she is actively involved in some form of related ministry within her health limitations. She is encouraged to heed best practices of self-care and maintain appropriate boundaries with UUCP stakeholders that allow for the best overall personal, professional and congregational health.
2. **Description of community ministry:** It is understood that Maggie's ministry is an extension of our congregation's outreach to make known the principles and values of Unitarian Universalism in the larger community: such as, social justice and interfaith activism aligned with our Unitarian Universalist Principles and Purposes. Part of Maggie's community ministry will include conducting rites of passage for people who are not members of the church, sometimes referred to as the 'un-churched' or the 'nones,' to minister to those persons who desire a pastoral presence to assist them in times of crisis and with their rites of passage but do not hold membership or close ties to UUCP. Maggie will also be available for ministerial services, including preaching and teaching, to other congregations as well as continuing to perform denominational work as appropriate to support our faith at large.

As stated in the beginning of this document, community ministry can be many things. “For me, community ministry is all of those things and much more in relation to interfaith work and as part of my call to bring open communication between all peoples for the greater good.” –Maggie

3. **Ministerial Tasks:** Within the congregation, Maggie is available for Rites of Passage to the membership as needed, pastoral care, teaching and preaching delegated by the Governing Board. Her intention is to participate in three or four Sunday Services per year, but she is not required to do so.
4. **Payment and Fees:** Maggie is not paid by, nor employed by the church on any continuing basis. When Maggie preaches, officiates at weddings or memorial services for members of the congregation, there will be no charge. Maggie will perform 3-4 Sunday Services as a part of her Affiliated Ministry, all others will be at current UUMA rates. However, when Maggie performs services for people who are not members of the church, appropriate fees may be charged.
5. **Church Facilities:** Maggie will have a church mailbox, access for use of church facilities without charge when space is available for meetings and consultations, and use of church supplies and equipment for activities related to her community ministry. She is also afforded the opportunity to promote and/or market professional services not usually performed by minister through UUCP communication channels as approved by the Executive Committee of the Board.
6. **Neutrality:** Maggie will strive to remain neutral on questions before the congregation.
7. **Representation of and Identification with UUCP:** Maggie will identify herself as affiliated with the congregation during her community ministry activities. She may participate in UUA activities and groups on the national, regional, and local levels. Maggie may not speak on behalf of UUCP without a clear prior understanding with the Governing Board. Per UUA Bylaws,

Maggie may serve as a community ministry delegate to the annual UUA General Assembly by virtue of this Affiliation Agreement. She will be identified as UUCP's Community Minister on all staff lists and annual reports to the UUA and other regional institutions, as well as on the Order of Service cover, website, newsletter etc., as space permits.

8. **Updates to the Board:** Maggie will report to the Governing Board monthly and will attend Board meetings if requested.
 9. **Reporting of Community Ministry Activities:** Maggie will keep the congregation informed about her activities with a report at the Annual and/or Mid-Year Congregational Meeting(s), occasional newsletter articles, and by other means if requested.
 - **Termination of Affiliation:** The Affiliation of the Community Minister may be terminated by her own resignation with 30 days' notice, or by recommendation of the Governing Board and with the concurrence of the Governing Board, upon 30 days' notice.
10. **Revisions to the Community Ministry Covenant and Affiliation Agreement:** UUCP's Governing Board and Maggie will review this agreement annually and may revise the covenant or affiliation agreement as is mutually agreed, with approval by the Governing Board.

Laura Keith King, UUCP Board President _____ Date

Rev. Maggie Lovins, Affiliated Community Minister _____ Date

Agreement for Rental Coordination Services

This is an agreement between Lisa Hudson, hereinafter referred to as “Rental Services Coordinator,” and the Governing Board of the Unitarian Universalist Church of Pensacola, hereinafter referred to as the “Governing Board.” The purpose of this agreement is to create the conditions under which the Rental Coordinator will provide services to the Congregation of UUCP. This agreement is effective the __ day of _____, 2018.

The Rental Coordinator agrees:

- (1) To serve as the coordinator for all rentals of space, interior and exterior, in the Unitarian Universalist Church on an as-needed basis.

- (2) To provide the following services to the Governing Board:
 - a. Communicate with tenants and potential tenants regarding their needs for space in the church;
 - b. Facilitate all agreements between tenants and UUCP, including the completion and signing of all forms, and communicate dates, times, and space rented to the UUCP Office Manager for inclusion on the Church calendar.
 - c. Ensure all monies owed for space rental, deposits, and any other fees owed to UUCP are collected and forward same to Treasurer for deposit.

The Governing Board agrees:

- (1) To provide a commission of 25% (Twenty-Five Percent) of all rental proceeds to Rental Coordinator as compensation for providing the services agreed to above.

- (2) To provide support and assistance to the Rental Coordinator as needed, particularly office assistance in checking conflicts and calendaring private rental events; regular, scheduled custodial, maintenance, and lawncare services to keep church premises in good condition to provide a desirable space to tenants and to show to prospective tenants.

- (3) To allow Rental Coordinator to advertise Church’s availability for rental in appropriate venues, provided such advertisement is free of charge and is in

keeping with the Church's mission and desired image in the community. Advertising under any other circumstances must be approved by the Board before engagement.

It is further understood that:

- (1) This is an agreement for services and does not constitute an employment relationship between the parties.
- (2) This Agreement will continue until terminated by either party, for any reason, with or without notice.
- (3) This Agreement will be reviewed with the Board on an annual basis.
- (4) The terms of this Agreement may be renegotiated at any time, with the understanding that the fully executed Agreement with the most recent date is the one in effect.

For the Governing Board:

(Signature)

Date Approved by the Governing Board:

Rental Coordinator:

(Signature)

Custodian Letter of Agreement

Date: _____

Name of Service Provider: _____

The Governing Board of UUCP would like to engage you for provision of custodial services under the following terms:

- About three hours of custodial services will be provided to UUCP each week at a rate of \$55 per service, payable upon completion of services each week. Additional compensation in the form of free advertising in *The Light* for your or a family member's business may be included at UUCP's discretion.
- You are providing custodial services on a vendor/independent contractor basis; there is no employment relationship with UUCP and UUCP will not withhold payroll taxes. There is no accrual of benefits. A Form 1099 will be issued to you at the end of the year for tax reporting purposes.
- Your direct point of contact with the Board will be Terra Shute, Office Manager, who will approve completion of work. If, because of emergency or sickness, you are unable to provide services as agreed, please contact Terra at the above number.
- From time to time, the church hosts special events and the organizers may request your services outside the agreed-upon weekly service. These requests are independent of the weekly service for the church; your compensation should be negotiated with the event organizers; and you are free to accept or decline these requests according to your schedule and inclination.
- A background check will be initiated upon your authorization. Adverse results from this background check may be cause to terminate this agreement.
- This agreement continues indefinitely as long as both parties are satisfied. It may be terminated at any time, for any reason, by either you or UUCP.

_____ on behalf of the Governing Board

Agreed to by: _____

Date: _____



**Unitarian Universalist Church of Pensacola
Vendor Information Form**

Contact Information

Full Name:

Last First M.I.

Address:

Street Address Apt.

City State ZIP Code

Home
Phone:

Alternate
Phone:

Email

SSN/EIN:

For Vendors Working Onsite: Emergency Contact Information

Full Name:

Last First M.I.

Address:

Street Address Apt.

City State ZIP Code

Primary
Phone:

Alternate
Phone:

Relationship:

Signature:

NOTICE – BACKGROUND INVESTIGATION

In connection with your provision of services to the Unitarian Universalist Church of Pensacola, (UUCP), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if your services are engaged by UUCP, will continue throughout the course of your relationship with UUCP and allow UUCP to conduct future screenings as permitted by law and unless revoked by you in writing.

ACKNOWLEDGEMENT AND AUTHORIZATION

I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by UUCP at any time after receipt of this authorization and throughout the course of my relationship with UUCP, if applicable.

Signature: _____ Date: _____

Print Full Legal Name: _____

SSN: _____ Birthdate: _____

Current Address: _____

Current email: _____

IDENTIFYING INFORMATION WILL BE REDACTED AFTER BACKGROUND CHECK