

Frequently asked questions for the office at UU Westport

The church office is open for calls and appointments Tuesday through Friday from 9:30AM to 4:00PM.

I would like to schedule a committee or church group meeting?

Please contact Jan on Tuesdays through Fridays and well in advance of your anticipated meeting dates. We are heavily booked on some days so the further in advance, preferably more than 1 week, that you contact her about your needs, the better. Jan's email is jan@uuwestport.org and her extension is 10. Please reconfirm any standing meeting time with Jan each fall as the new church year starts.

I have a great idea for a fundraiser. What do I do?

There is a form on the web site for Fundraising Event Planning & Approval Form. Download that and start to plan out what the event would look like. Make sure you submit the plan to the business office (either Jan or Dorothy) four or more weeks in advance, in order to schedule the right date and get all the necessary approvals done.

I would like to rent space for an event I am planning?

Contact Jan at the office. She will discuss with you your plans, address timing and what will fit and what won't and also tell you the fees that the church will need to receive. Jan's email is jan@uuwestport.org and her phone extension is 10. We are heavily booked for some days so we recommend you contact us 4 weeks in advance of when you would like to hold your event. If your event needs a sexton (which depends on size and a few other parameters), Jan will let you know who that is so you can send him/her your details on setup for the event.

How do I arrange for an announcement to be printed in the Order of Service?

Submit your announcement to oos@uuwestport.org by Wednesday at noon of the week you want it printed in the Order of Service. We can only print announcements that are short as space in the Order of Service is limited.

How do I arrange for an announcement on Sunday morning??

Send the announcement to roberta@uuwestport.org. For an announcement, worship leaders reserve the right to limit the number of spoken announcements. Somebody will let you know if we are unable to accommodate your request.

I have lost an item at church?

The large item Lost & Found is the coat rack in the Fellowship Room and small item Lost & Found is the square basket on Jan's desk in the church office. Feel free to come by and check these spots.

My address/contact information has changed, who should I get that information to?

Please email your new contact information in to David Vita at david@uuwestport.org. He will initiate the change process, but please allow for some time to get it all the way through to the different communication channels.

I have questions about my pledge payments and/or the credit card that I am using to pay my pledge?

Please contact Dorothy at the office either by email – dorothy@uuwestport.org, or by phone on extension 16. She or Sue, our Accountant, will look into it and get back to you as soon as possible.

I am no longer getting the emails that I was before, how do I get back on the list?

Please email David or Jan. If you hit unsubscribe on the bottom of any emails, you will be unsubscribed to all the church email newsletters. Due to the nature of the contact system, you will have to resubscribe yourself by going to <http://uuwestport.org/email.html>. If you have difficulty with the link, then contact Jan or David.

I have something that needs to get into the weekly church email blast. Who do I contact?

For the weekly email blast, email that content to Charles Klein at eblast@uuwestport.org He can help you with size, formatting, word choice and all other details to make your message work. Make sure you get it to him no later than Thursday late afternoon for the Friday email blast. Requests for separate email blasts outside of the weekly email blast need to be approved by Roberta.

I would like to put something on the Church website. Who do I contact?

All website content needs to be approved by a program staff person so Ed (Music- ed@uuwestport.org), Mary (RE- mary@uuwestport.org) , David (Social Justice and Membership- david@uuwestport.org) and Roberta (Worship and all other- roberta@uuwestport.org). Then, reach out to our volunteer Web Master, Charles Klein at webmaster@uuwestport.org. He can help you with size, formatting, word choice and all other details to make it work on a page in the site. Think ahead and contact them well in advance of the timeframe that is needed.

I have something that needs to get in Soundings newsletter. How does that work??

If you are on a committee, please find out who the person is on the committee who is the designated Communications contact. If that is you, then reach out to our team that do Soundings which can be reached at soundings@uuwestport.org. Our volunteer, Carol Porter, can help you with size, formatting, word choice and all the other details to make your message work in the space required. Think ahead and contact her more than a week in advance of the timeframe that it is needed; the deadline is listed on Soundings itself (see also the copy posted on the website). Social Action Committees are to send their copy to David Vita the Wednesday before the Soundings deadline: david@uuwestport.org

I would like to have a postal mailing go out to some/all of the congregation, How do I do that?

Depending on the set of people you would like to reach out to this could take some time to prepare the list for you and get labels prepared. Please contact Jan at least 4 weeks in advance of when you would like the mailing to go out, longer if graphic design and printing work has to be arranged for through the office.

For all questions on the Memorial Garden, please contact either Neil Coleman at neilcoleman@optonline.net or David Thompson at davidthompson@optonline.net of the Memorial Garden Committee. There is a policy that the Memorial Garden Committee has developed that will help you in starting or reinitiating any needs in/for the Memorial Garden.