

Leadership Transition Team

Administration & HR

Update: 1-16-2022

Managing the Ministry

- A. Login & Passwords: Rev. Evin will provide. Steve will update Website and send Eblast through Mailchimp. Other media: Zoom, YouTube, Facebook
- B. Church Business Files: Rev. Evin will provide access
- C. Board agenda and meeting minutes process: Existing process. No change
- D. Location of Policies & Procedures and Job Descriptions:
minister@unityofmadison.org

Business Files

- Minister's business files: Access will be granted per Rev. Evin

Keys to Building

- Church Office maintains the records of keys for Unity of Madison

Service Contractors

- Vendor List: The list of vendors is maintained in the office

Financial Procedures

1. Credit Cards: Minister has one and there is one in the office
2. Financial processes: Shared by accounting firm Giersch and the Treasurer.
3. Manual Check Signing Process: Steve and Nancy have check signing authority
4. Payroll process: 4 employees (Pete, Martin, Denny and Barb Peters) timesheets submitted Bi-weekly on Thursday to Giersch.
5. Staff & Volunteer Job Descriptions: see Policies & Procedures
6. Gift Cards: Hospitality team lead requests cash to purchase a gift card for hospitality team purchases.
7. Book Store Sales and Ordering: New Book Store Volunteer is being established
8. UWM & UWH (what's UWH?) materials: ?

Before the Minister Leaves:

When the New Minister arrives:

Sunday Service Coordinator

1. Barry and I have started communications on communications needed for Guest Speakers.
2. Barry will develop the schedule of speakers.
3. As guest speakers are determined, they will be asked to complete a W-9.
4. Joanne will coordinate weekly communications with Lisa, Pete, Martin and Denny regarding talk title/subject.
5. Joanne will coordinate slides needed with Lisa and ensure the podium is prepared for services.
6. A specific person will be assigned each date Unity has an in-person speaker to introduce them to the people responsible for parts of the service and make sure they have everything they need.
7. When in-person speakers are determined, we will coordinate the check creation, so that it is available to give them at the service, if possible.