

Each new church year we update our congregation on procedures for using the church and requesting assistance from the staff. UCE is a busy place with, not only many UCE meetings, programs, and activities, but rentals as well. Below is a brief list of procedures at UCE—a helpful guide.

- When planning to use the church for a meeting, an event, or activity, contact Sandra Robinson, Church Manager, to check the “Master Church Calendar”. The date must be cleared before proceeding.
- If you book a meeting, event or activity and need to change the day, time or room size, please contact Sandra well ahead of the event to check the date and make the change.
- If this is a program you wish to begin at UCE, contact one of the ministers first--Rev. Pescan or Rev. Grant.
- Once you have established that the Church Calendar is clear and have spoken with a Minister, please send an article to Judith Ramey, Communications Director, for publication in the newsletter and/or listserv, and/or an announcement in the Sunday order of service. The article needs to be in a form that is ready for publication.
- Judith Ramey can be helpful in notifying members and friends about church activities. If you know how to write a press release, do so and forward it to Judith. If not, please send as much content as you have and Judith can put the release together and send it out. If your activity calls for a mailing, have your committee chair check with Sandra Robinson as well.
We have two volunteers on Thursday morning who can address envelopes and send out the release upon its completion.
- Judith Ramey handles website updates, listserv requests, newsletter items, and announcements in Sunday orders of service. Judith determines the appropriateness of material and length for each of these publication sites. If you have items to post, please contact Judith at jramey@ucevanston.org
- If your event or activity requires use of the kitchen, please ask Sandra to clear this on the Master Calendar. Your group is responsible for leaving the kitchen in clean condition, dishes washed, countertops wiped down and tablecloths taken to be laundered by a member of your group.
- Child care can be available for church programs and large activities such as Auction, Annual Meeting, Stewardship Dinner, Young Adults Potluck, among others. If you are planning such an event, please contact Nicole Hamer at re@ucevanston.org or 847-864-1330 (Wed./Thurs.) at extension 105.
- For questions relating to pledges or payments other than Capital Campaign, contact Chris Isely, Accounting Manager or Sandra Robinson, Church Manager. For Capital Campaign finances, contact Eileen Wiviott at ewiviott@hotmail.com
- For questions relating to Membership contact Eileen Wiviott, Membership Director at ewiviott@hotmail.com
- For database changes, updates and inquiries, contact Nicole Hamer, Religious Education/Office Assistant at 847-864-1330 x105