

## Staff Responsibilities: Who Does What @ Uufr

June, 2019

What	Who
Anti-Racism & Multiculturalism	Assistant Minister
Audio Visual	Music Director, Congregational Administrator
Building Access (Keys and Key Box)	Congregational Administrator
Building Emergencies & Repair (Plumbing, Electrical, HVAC, etc.)	Congregational Administrator, Sexton
Building Maintenance & Repair	Sexton, Congregational Administrator
Building Rental	Congregational Administrator
Building Use & Scheduling (except Wednesday Wellspring)	Congregational Administrator
Calendar	Congregational Administrator
Chalice (Newsletter)	Congregational Administrator
Child Care & Nursery	Director of Religious Exploration
Child Dedication/Blessing	Lead Minister, Assistant Minister, Director of Religious Exploration
Choir	Music Director
Coming of Age (Youth)	Director of Religious Exploration
Communications	Congregational Administrator
Congregational Life (Social Activities)	Connections Coordinator (OPEN)
Contribution & Pledge Statements	Finance Director
Copier & Copy Codes	Congregational Administrator
Covenant Groups/Fellowship Circles	Connections Coordinator (OPEN)
Denominational Connections	Assistant Minister
Face Book	Congregational Administrator
Fellowship Registration	Connections Coordinator (OPEN)
Finance & Budget	Finance Director
Greeters	Connections Coordinator (OPEN)
Grounds & Gardens Maintenance	Congregational Administrator, Sexton
High School Youth Group	Director of Religious Exploration
Human Resources/Personnel	Congregational Administrator
Interfaith Connections	Assistant Minister
Keys	Congregational Administrator
LGBTQ Welcoming Congregation	Assistant Minister
Membership	Connections Coordinator (OPEN)
Membership Database (Logos)	Finance Director
Membership Directory	Finance Director
Memorial Services	Lead Minister, Assistant Minister
Middle School Youth Group	Youth Group Coordinator, Director of Religious Exploration
Music	Music Director
New Member/Member Connections	Connections Coordinator (OPEN)
Newcomer Welcome	Connections Coordinator (OPEN)
Newsletter (Chalice)	Congregational Administrator
Order of Service (Sunday Chalice)	Congregational Administrator
OWL (Our Whole Lives: Sexuality Education)	Director of Religious Exploration
Parent Education and Support	Director of Religious Exploration
Pastoral Care	Lead Minister, Assistant Minister

Payroll	Finance Director
Photocopier & Copier Codes	Congregational Administrator
Pledges and Giving (Stewardship)	Finance Director, Lead Minister
Religious Exploration & Faith Development (Children, Youth & Adults)	Director of Religious Exploration
Religious Exploration Publications and Communications	Assistant DRE
Room Reservation & Scheduling	Congregational Administrator
Safety & Security	Congregational Administrator, Sexton
Scrip Cards (Fundraising)	Finance Director
Small Group Ministry	Connections Coordinator (OPEN)
Social Justice & Community Service	Assistant Minister
Social Media (Facebook, Twitter, etc.)	Congregational Administrator
SpiritFest (Congregational Retreat)	Connections Coordinator (OPEN)
Staff	Lead Minister
Stewardship (Pledges and Giving)	Finance Director, Developmental Minister(TBD)
Sunday Morning Forum	No staff partner
Sunday School Curriculum, Schedule, Teachers	Sunday School Coordinator, Director of Religious Exploration
Sunday School Registration	Assistant DRE/ Sunday School Coordinator
Teen Leadership Program	Director of Religious Exploration
Time for All Ages	Director of Religious Exploration
Web Portal	Connections Coordinator (OPEN)
Web Site	Congregational Administrator
Weddings (Officiating)	Lead Minister, Assistant Minister
Weddings (Building Use)	Congregational Administrator
Welcoming Congregation (LGBTQ)	Assistant Minister
Wellspring (Wednesday Night Programs)	Assistant Minister
Worship	Lead Minister, Assistant Minister
Young Adults (C23)	Assistant Minister
Youth Groups	Director of Religious Exploration & Youth Group Coordinator

*\*Please note: This list indicates the professional staff who have responsibility for leading or supporting the ministry programs and activities listed above. It doesn't include the Fellowship members and friends who serve as group leaders, volunteer program coordinators, or lay ministry team leaders/contacts and doesn't include governance programs or activities that fall under the responsibility of the UUFR Board of Directors.*

### Staff Contact Information

Position	Name	Contact
Lead Minister	Rev. Dr. James Kubal-Komoto (eff. 8/15/19)	minister@uufr.org
Assistant Minister	Rev. Sasha Ostrom	sashao@uufr.org
Director of Religious Exploration	Tryst Chagnon	dre@uufr.org
Asst. Director of Religious Exploration	Tamara Farias	adre@uufr.org
Sunday School Coordinator	OPEN	
Youth Group Coordinator	Kathryn Kevin	youthgroups@uufr.org
Connections Coordinator	OPEN	connections@uufr.org
Music Director	Scott McKenzie	maestroscottm@uufr.org
Finance Director	Lewis Copulsky	finance@uufr.org
Acting Congregational Administrator	Lewis Copulsky	office@uufr.org publications@uufr.org
Sexton	Ralph Smith	office@uufr.org