



First Unitarian Universalist Church of Austin

## WHO TO CONTACT

Contact information for staff can be found on page two.

<b>AREA OF RESPONSIBILITY (LISTED ALPHABETICALLY)</b>	<b>STAFF CONTACT</b>
ACCOUNTS PAYABLE	SHANNON POSERN
DATABASE UPDATES	SHANNON POSERN
ANNOUNCEMENTS (EMAIL, ONLINE)	SASHA LORENZO
BULLETIN BOARD (WELCOME CENTER)	SASHA LORENZO
BUTTERFLY WALL	SHANNON POSERN
CAPITAL CAMPAIGN	REV. CHRIS JIMMERSON
CHILDCARE	KELLY STOKES
CHURCH CALENDAR	SHANNON POSERN
CHURCH DIRECTORY	SHANNON POSERN
COPIER	SASHA LORENZO
DELIVERIES (FLOWERS, PACKAGES)	SASHA LORENZO
FACEBOOK	SASHA LORENZO
FACILITIES (REPAIR SUBMISSIONS, CONTACT/SCHEDULING VENDORS)	SASHA LORENZO
FLOWERS	SHANNON POSERN
GENERAL QUESTIONS	SHANNON POSERN
IT/TECHNOLOGY	SHANNON POSERN
KEY CHECKOUT	SHANNON POSERN
KITCHEN	SHANNON POSERN
LIFESPAN FAITH DEV. (GENERAL INFO, NURSERY, CLASSES, ETC.)	KELLY STOKES
LIFESPAN FAITH DEV. (REGISTRATIONS)	KELLY STOKES
MEMBER CONTACT INFO UPDATES	SASHA LORENZO
MEMBER/VISITOR GUIDE	KINSEY SHACKELFORD
MEMBERSHIP	KINSEY SHACKELFORD
MEMORIALS	SHANNON POSERN
MINISTRY LEADERSHIP LIST	SHANNON POSERN
CHURCH CENTER APP	SHANNON POSERN
NEWSLETTER	SASHA LORENZO
RENTALS	SHANNON POSERN
ROOM RESERVATIONS	SHANNON POSERN
OFFICE SUPPLIES	SASHA LORENZO
ORDERS OF SERVICE (CONTENT/LAYOUT)	SASHA LORENZO
PAYROLL/HUMAN RESOURCES/BENEFITS/TIMESHEETS	SHANNON POSERN
PLEDGES/CONTRIBUTIONS/DONATIONS/GIFTS	SHANNON POSERN
VISITOR CARDS	KINSEY SHACKELFORD
WEBSITE UPDATES/ISSUE	SASHA LORENZO

<b>Staff Position</b>	<b>Staff Name</b>	<b>Phone Number</b>	<b>Church Email Address</b>
<b>Co-Lead Minister for Values and Mission</b>	<b>Rev. Chris Jimmerson</b>	<b>(512) 452-6168 x1308</b>	<b>Chris.Jimmerson@austinuu.org</b>
<b>Co-Lead Minister and Minister of Reflection &amp; Discovery</b>	<b>Rev. Jonalu Johnstone</b>	<b>(512) 452-6168 x1304</b>	<b>Jonalu.Johnstone@austinuu.org</b>
<b>Minister of Joy and Justice (interim team)</b>	<b>Rev. Erin Walter</b>	<b>(512) 452-6168 x1306</b>	<b>Erin.Walter@austinuu.org</b>
<b>Director of Religious Education</b>	<b>Kelly Stokes</b>	<b>(512) 452-6168 x1305</b>	<b>faithdevelopment@austinuu.org</b>
Religious Education Assistant   Membership Coordinator   Special Event Assistant	Kinsey Shackelford	(512) 452-6168 x1305	Kinsey.Shackelford@austinuu.org
<b>Executive Director</b>	<b>Shannon Posern</b>	<b>(512) 452-6168 x1313</b>	<b>Shannon.Posern@austinuu.org info@austinuu.org</b>
Office Manager	Sasha Lorenzo	(512) 452-6168 x	Sasha.Lorenzo@austinuu.org news@austinuu.org
<b>Director of Music</b>	<b>Brent Baldwin</b>	<b>(512) 452-6168 x1314</b>	<b>Brent.Baldwin@austinuu.org</b>
Assistant Director of Music	Katrina Saporsantos	(512)452-6168 x1314	Katrina.Saporsantos@austinuu.org
Children's Choir Director (K-3rd)	Katrina Saporsantos	(512) 452-6168 x1314	Katrina.Saporsantos@austinuu.org
Youth Choir Director (4th-8th)	Chantel Mead	(512) 452-6168 x1314	Chantel.Mead@austinuu.org