

First UU Austin - WHO TO CONTACT

Contact information for staff can be found on page two.

Area of Responsibility (Listed Alphabetically)	Staff Contact
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	Rosa Cervantez
Church Calendar	Shannon Posern
Church Directory	Shannon Posern
Copier	Sasha Lorenzo
Deliveries (Flowers, Packages)	Sasha Lorenzo
Shannon Posern	Shannon Posern
Facilities (Repair submissions, contact/scheduling vendors)	Sasha Lorenzo
General Questions	Shannon Posern
IT/technology	Shannon Posern
Key Checkout	Shannon Posern
Kitchen	Aubrey Moore
Children and Youth RE (General info, Nursery, classes, etc.)	Kinsey Shackelford
Lifespan faith dev. (Registrations)	Kinsey Shackelford
Member Contact Info Updates	Sasha Lorenzo
Member/Visitor Guide	Aubrey Moore
Membership	Aubrey Moore
Shannon Posern	Shannon Posern
Ministry Leadership List	Shannon Posern
Church Life 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	Aubrey Moore
Website Updates/issue	Sasha Lorenzo

Staff Position	Staff Name	Phone Number	Church Email Address
Co-Lead Minister	Rev. Chris Jimmerson	(512) 452-6168 x1308	Chris.Jimmerson@austinuu.org
Interim Co-Lead Minister	Rev. Michelle LaGrave	(512) 452-6168 x1304	Michelle.LaGrave@austinuu.org
Religious Education Manager	Kinsey Shackelford	(512) 452-6168 x1305	Kinsey.Shackelford@austinuu.org
Childcare Coordinator	Rosanne Cervantez		childcare@austinuu.org
Executive Director	Shannon Posern	(512) 452-6168 x1313	Shannon.Posern@austinuu.org info@austinuu.org
Office Manager	Sasha Lorenzo	(512) 452-6168	Sasha.Lorenzo@austinuu.org news@austinuu.org

Membership and Kitchen Manager	Aubrey Moore	(512) 452-6168	kitchen@austinuu.org
Director of Music	Brent Baldwin	(512) 452-6168 x1314	Brent.Baldwin@austinuu.org
Children's Choir Director (K-3rd)	Christina Tannert	(512) 452-6168	
Children's Choir Director (K-3rd)	Chantel Mead	(512) 452-6168	