

Submitting announcements for Announcement Slide, Order of Service, or to be read during Sunday Service

Announcements pertaining to Albany UU activities can be read by the Sunday Service Associate (or Tech Manager) OR announcements added to the Sunday service "Announcement Slide" and Order of Service, if space allows.

- **Deadline: Wednesday, 9:00 AM,**
You must submit your announcement **in advance no later than Wednesday 9:00 am to the Darlene Gotham Lupe** at windows@albanyuu.org to appear in the Announcement slide, and possibly in the Order of Service (if space allows).
- **Zoom Attendees.** The Wed. 9:00 AM deadline also applies if you'll be attending service on Zoom and want your announcement to be read aloud.
- **In Person at Church.** If you're attending Sunday service in-person, you can complete the *Announcement Form* before service begins. (Form is in plastic holder on the Community Hall Lobby table; ushers can help you find it. You must hand it in no later than 9:45 AM form to the Service Associate.
- Include *in full words* your Team's name. Initials are confusing and not welcoming: Use *Social Justice Team; Green Sanctuary Team, Religious Education Committee.*
- Your Contact Info. Include your full name and contact information so folks who have questions or want more information can get in touch with you.
- *If you have questions, please contact the church office at 518-463-7135.*

. How to Schedule Zoom Meetings

Please request your Zoom meeting several days in advance.

If we receive a request on a Saturday for a Zoom meeting the next day, Sunday, that request will not be processed in time.

We currently have three zoom accounts that we can use for meetings. To request a Zoom meeting use our password-protected Church Database: <https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=93>

When you choose your resources, or "room", choose Zoom 1, Zoom 2–Admin or Zoom 3–Staff. There are links to instructions below.

Alternatively: This is the preferred method but requests can be sent via email to our Administrative Assistant at office@albanyuu.org or to Darlene Gotham Lupe at admin@albanyuu.org. *When you send your email, please have a few dates and times that will work for your meeting to minimize time-consuming negotiating.* Thank you!

[Getting Started with Church DB](#)

[Adding events to Church DB](#)