

Submitting announcements for the "Announcement Slide" and 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 can be added to the Sunday service "Announcement Slide" and Order of Service, if space allows.

- You must submit your announcement **in advance** to the church office (windows@albanyuu.org), by **Wednesday, 9:00 AM**, if you want it to appear on the Announcement slide and Order of Service.
- The Wednesday, 9:00 AM deadline also applies if you'll be attending on Zoom and want your announcement to be read aloud during the service.
- An alternative, if you're attending in-person on Sunday morning, is to complete the Announcement Form, which can be found in a plastic holder on the Community Hall Lobby table. The ushers can help you find the form. Please hand your announcement to the Service Associate, or put it on the pulpit before the service begins.
- Please write out in words the name of your Team. Too many initials result in confusion and is not welcoming. For example, SJT = Social Justice Team; RSC = Religious Services Committee
- Include contact information for folks who have questions or would like more information.

If you have questions, please contact the church office.

Scheduling Zoom Meetings:

Please request your Zoom meeting several days in advance. If we receive a request on a Saturday for a Zoom meeting on Sunday, the next day, that request will not be processed in time and you and your team may be disappointed.

We currently have three zoom accounts that we can use for meetings. To request a Zoom meeting, please do so just as you would when requesting a room to use in our building - using Church Database. **When you choose your resources, or "room", choose between Zoom 1, Zoom 2 - Admin or Zoom 3 - Staff.** There are links to instructions below. This is the preferred method but requests can also be sent via email to our Administrative Assistant: office@albanyuu.org or Tammy: 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](#)