

# UUCSF Office Contact Information

## Office Hours



**9am-12pm**



**Monday-Friday**

**Telephone: 982-9674 Fax: 982-3462 Web: [www.uusantafe.org](http://www.uusantafe.org)**

Staff Member	Contact	Hours
<b>Gail Marriner, Minister</b>	Ext. 12 <a href="mailto:minister@uusantafe.org">minister@uusantafe.org</a>	Hours by Appointment: Tues-Thurs 9am-2pm
<b>Alice Springer, Director of Religious Education</b>	Ext. 11 <a href="mailto:dre@uusantafe.org">dre@uusantafe.org</a>	Hours by Appointment: Mon-Wed 11am-2pm
<b>Jim Sowa, Business Manager &amp; Rental Coordinator</b>	Ext. 10 <a href="mailto:businessmanager@uusantafe.org">businessmanager@uusantafe.org</a>	Mon-Fri 9am-2pm
<b>Danielle Jimenez, Administrative Assistant</b>	Ext. 14 <a href="mailto:admin@uusantafe.org">admin@uusantafe.org</a>	Sun-Thurs 9am-12.30
<b>Webteam</b>	<a href="mailto:webweaver@uusantafe.org">webweaver@uusantafe.org</a>	No office hours; contact Administrative Assistant during office hours for information
<b>Newsletter Editor</b>	<a href="mailto:e.jones2008@comcast.net">e.jones2008@comcast.net</a>	No office hours; contact Administrative Assistant during office hours for information
<b>EMERGENCIES AFTER HOURS</b>	<b>989-1961</b>	<b>Sally Sabo, Facilities Chair</b>
<b>Important Deadlines &amp; Information</b>		
<b>Rentals/Room Scheduling:</b>	Contact Business Manager	
<b>Donations/Contributions/Pledges:</b>	Contact Business Manager	Donation receipts & Pledge Forms available from Administrative Assistant
<b>Requests for Payments/ Reimbursements:</b>	Contact Business Manager	Please fill out applicable Voucher Yellow: RE Assistants Blue: Nursery Care White: All others
<b>Maintenance Requests:</b>	Contact Business Manager	Please fill out yellow Maintenance Form
<b>Register for classes:</b>	Contact Director of Religious Education	
<b>Copy/Print/Administrative Task Requests:</b>	Contact Administrative Assistant	Please fill out purple Administrative Task Request Form
<b>Newsflash Articles:</b>	Contact Administrative Assistant	Deadline: Wednesdays 10am 100 word limit
<b>Order of Service Announcements:</b>	Contact Administrative Assistant	Deadline: Thursdays 10am 50 word limit
<b>El Centinela Newsletter Articles:</b>	Contact Newsletter Editor	Deadline: Fourth Friday of every month by 12pm

