

FC POLICES AND PROCEDURES FOR GENERAL OPERATIONS

This document serves as a tool to assist Ministry Team leaders and individuals in developing awareness to current policies and procedures.

1. Scheduling

Scheduling and securing an event on church property requires the following steps.

- a. Meet with Facility Coordinator Lee Madura and complete an “Event Information” form. This document identifies room(s), equipment needs, staff/technicians required, fees, cleanup and etc. Not only is this a courtesy, but it eliminates double bookings and confusion.
- b. Individuals requesting building usage, meetings, anything pertaining to FC or a particular Ministry must be coordinated through a Ministry Team Leader. In return, ONLY the Ministry Team Leaders are to coordinate, approve and schedule through the office staff.

2. Promotional material (Includes; bulletins, newsletters, bulletin boards, framed permanent pictures, banners, overhead slides, eblasts, phone blasts, website, projection, and flyers – part b above applies) ALL Promotional material/signage must be approved by the staff, and in some cases moves to the board of elders for approval. It is necessary that ministry team events and community events adopt the following guidelines:

- a. Overhead projection is used to promote church ministries/functions only
- b. All bulletin information must be coordinated through the church office no later than Thursday. No bulletin inserts are allowed, unless approved by FC staff.
- c. Bulletins are to be used for the purpose of promoting congregational information, schedules, events, reports, and awareness.
- d. E-mails and phone blast are used to promote prayer concerns, ministry team events, and congregational information only, and must be approved through the office.
- e. Posters and flyers are approved and coordinated through the office and are used on acrylic holders or easels to promote church/community functions. **Taping of flyers and/or promotional information throughout the church property is prohibited.**
- f. A table can be used in the foyer areas to promote an event provided it is coordinated through the office. The table must be personally attended in order to answer question and promote the event. The table must be returned to storage following the event.

3. Special Sunday Morning Announcements

Any Special Announcement that is to be made by someone other than a staff person must be approved by the staff and coordinated within certain time restraints that govern each service.

4. After Hour Building use

Use of the building after hours by ANYONE for any reason other than staff requires approval and coordination through the office staff or security team chair Bonnie Herrmann. Proper cleanup and lockup procedures are required. (*See Scheduling Above*)

5. Borrowing Church Equipment For Off Property Use

Use of church equipment such as tables/chairs, and etc, requires approval and coordination through the office for access and return procedures. All items must be documented in writing and inventoried upon return. White vinyl tables are not to leave church property. Damaged items are the responsibility of the borrower to replace.

6. Weddings and Funerals

- a. Meet with Facility Coordinator and complete “Event Information” form.
- b. No stage equipment, worship equipment, musical equipment, etc can be moved without worship leader and or staff approval.

This document is available on our web site *Resources* page.

