

MEETINGS

- Please plan to open your meetings with devotions/prayer. You may choose to do this yourself, or have other members share in this way.
- You are asked to assume responsibility for turning off lights and heat or air-conditioning when leaving the room, as well as being sure the door(s) are locked. If you need a key to your meeting space, please contact the office well in advance.
- Please make sure a copy of your minutes are placed in the workroom files in a timely manner after each meeting. Look for the clear tub of folders on the counter.

CHILDCARE

Childcare is NOT automatically arranged, simply because you ran an announcement saying childcare would be available. Please be sure that all publicity for your events says that childcare is available upon request.

You need to call the church office at least 48 hours in advance with your specific request (number of children expected, age range, etc.).

It is also important to notify the office if the meeting/activity is cancelled or if childcare is no longer needed.

WEBSITE

We'd like to have each committee and group represented on our website. Please check www.umcstmarks.org to see if yours is already there and accurate. If not, please submit a write-up to the church office. We're happy to edit and polish for you, but we just don't have time to write each one from scratch!

OFFICE DETAILS

Office Hours: 8:00 a.m. - 4:30 p.m.

Monday - Friday

(Yes, we're open over the noon hour.)

Phone: 297-2062

(Voice-Mail is available whenever all lines are busy or the office is closed. Please feel free to leave a message.)

Fax: 297-1058

E-mail Addresses:

info@umcstmarks.org

(General office address)

som@umcstmarks.org

(Sandy Marchese,

Keeper of all knowledge!)

kandy@umcstmarks.org

(Kandy Delk,

*Bulletin information and
calendar/room usage)*

sandih@umcstmarks.org

(Sandi Heilman,

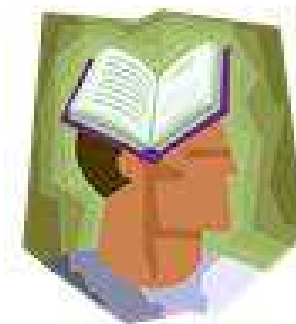
*Messenger articles and
website information)*

bulletin@umcstmarks.org

messenger@umcstmarks.org



Helpful Information for Committees and Groups



January, 2012

(The following policies and procedures have been designed to help you with your responsibilities. We always welcome your thoughts about how we can all work together more effectively!)

COMMUNICATION

Mailboxes - Most committees and groups have a mailbox located in the church office. Please check it **frequently**, and keep it clear enough to receive new information. (If you have trouble getting to the office when it's open, give us a call. We can arrange to leave things for you in a "drop-box" location.)

Bulletin and Messenger - Items for the bulletin and/or the *Messenger* may be handwritten or typed, hand-delivered, faxed or e-mailed. But they must be in written form, using complete sentences. Please don't phone them in or verbally tell us to "put in something about" They must include the name of the person submitting the announcement or article. There are mailboxes for both bulletin and *Messenger* items, easily located by the bright pink or purple labels. All submissions are subject to editing, particularly as space necessitates.

Deadlines

Bulletins: Every Wednesday by noon.

Messenger: Every other Thursday. Check calendar on back of worship bulletin or last issue of *Messenger* for exact dates.) The newsletter will be mailed the following Wednesday.

2012 Messenger Deadlines (for starters):

Due Thursday, 1/12 Mailed 1/18

Due Thursday, 1/26 Mailed 2/1

Due Thursday, 2/9 Mailed 2/15

(Complete listing for the year can be found on our website. Click the "Committees" button on the left side of the home page.)

Weekly Message - Do you receive the pastor's weekly email message, which also includes some timely announcements from the office? This is a great source of up-to-date information. Let the office know if you'd like to be added to the distribution list. (Just for clarification's sake: You can submit items for the bulletin and *Messenger*, but the Weekly Message was **not** created for submissions.)

CALENDAR

Keeping track of scheduled events and their corresponding room usage is a very complex job for a church as active as St. Mark's. If you have a regularly-scheduled, ongoing meeting or activity, the office will automatically publish it unless it is told otherwise. **Therefore, please alert the church office of any cancellations or changes in time or date. Also, do not switch a date, time or room until you have cleared it with the office, as it may not be available.** (Don't assume a room or time is open because nothing was listed on the bulletin calendar. Meetings or events booked by the *community* do not appear here.)

OFFICE MACHINES

Photocopier - Most committees/groups have an access code already assigned, which allows us to predict and track the number of copies used each year. (This is important for budgeting purposes.) If you have any questions regarding your access code, please contact the front office.

Riso - If you anticipate needing more than 50 copies of an original, please contact the front office to arrange a time when they can show you how to run the Riso. (It's very simple, but just enough different from a photocopier to need a little instruction the first time.) Or you can simply leave your original in the office with a note indicating the number of copies needed, for what day, and where the copies should be placed when finished.

Other Equipment - The office has a postal scale, a postal meter, a folding machine and a fax machine available to use for church business.

Minutes/Mailings - The office staff does not prepare minutes or mailings for committees or groups. However, we will gladly furnish you with the materials needed. For the sake of the environment and the church budget, we encourage email communication whenever possible.