

Soapstone United Methodist Church

Best Practices for Ministry

Church Calendar & Room Reservations

- Email the church office staff at office@soapstoneumc.org and copy your Staff Liaison to reserve space and make sure there are no conflicting events.
- Indicate in the request your needs for room set up and AV.
- Indicate in the request your need for childcare.
- Send any updates or changes if your event is rescheduled or cancelled.
- Plan ahead when possible – the calendar fills up quickly!
- A view of the calendar appears in the worship bulletin, on the church website and on the monitors in the Narthex, outside the Sanctuary, in foyer at the Norwood Road entrance, as well as in room 200.

Communication:

Ways to communicate your event or message

Please copy your Staff Liaison on all announcement requests.

1. Spoken announcements in the worship service.

- For announcements to be made during the worship service, coordinate with Pastor Mitzi. She limits announcements to three that have bearing on most of the congregation.

2. Bulletin Announcements-

- Announcements for the bulletin should be submitted to office@soapstoneumc.org with your Staff Liaison copied on the email no later than 11:00 am Tuesday to be included in the following Sunday's edition.
- Keep announcements brief (2-3 sentences max). Include the Who, What, Where, When, and contact information in your announcement.

3. Website-

- Announcements for the Website should be submitted to office@soapstoneumc.org with your Staff Liaison copied on the email at least 3 weeks prior to the event. Include the Who, What, Where, When, and contact information in your announcement along with pictures and links or information for office to create a sign-up if needed.

4. Weekly Wednesday e-news

- Announcements for the weekly Wednesday e-news should be submitted to office@soapstoneumc.org with your Staff Liaison copied on the email no later than 11:00 am Tuesday to be included in the following day's edition.
- Keep announcements brief (2-3 sentences max). Include the Who, What, Where, and When information in your announcement.
- Sign-up links and contact person's email should be hyperlinked in the announcement.

5. Outdoor vinyl signage

- Contact office@soapstoneumc.org to request information and reserve dates for posting outdoor vinyl signs. The two-sided v-shaped sign located along Norwood Road accommodates one or two 10'x3' vinyl signs with grommets. The church office will make every attempt to accommodate your schedule request, but there may be times when the sign must be shared or display time may be limited. Please do not place other signs in the church yard or parking lot.

6. Social media

- If appropriate, publicize your event or opportunity on the Soapstone Facebook page and/or Instagram by sending the announcement to kcable@soapstoneumc.org.
- Photos are always well received, but check with your Staff Liaison to ensure permissions have been obtained for those pictured prior to posting.
- You can request an announcement to be posted as an event (ex: December Christmas concert) or post. The most effective way to promote on social media is to have your committee member like/comment/share the post or event once SUMC has created it for you.

Attendance at Meetings

Committees/Councils can take attendance using Realm. The Committee Chair can set up the meeting as an event in Realm and have the note taker or secretary take attendance. The chair will need to add the note taker or secretary as a leader for the group. Bible Study facilitators, Sunday school leaders, and small group leaders can also follow this procedure to keep attendance in your groups. These records help the church staff when reporting to the Annual Conference.

Facilities Use Guidelines & Policy:

The Trustees Facilities Use Guidelines and Policy are posted online under Lay Leadership forms. Please leave rooms the way you find them: return chairs and tables to their original position and remove trash either to the main kitchen or the dumpster. Please bring the supplies your group will need and be courteous to other groups during their meeting or Bible study. Turn off lights and close doors when you exit the room.

Church Office:

1. If you are leaving something for someone in or outside of the church office, please let the office know. When the recipient comes to pick up the item, we can direct them. Staff members have mailboxes by their office doors.
2. **Meeting Minutes:** Provide the church office with copies of all your meeting minutes. The Soapstone staff is a resource for you and can guide you to many helps for effective ministry, including information available through the United Methodist Church.
3. Please also copy the church office at office@soapstoneumc.org on any information regarding events as the office is often the first-place people turn to for information.
4. **Back Line:** Soapstone has a back line that is for our leadership's use. The number is 919-846-4062 and it will automatically direct you to enter in the staff's extension number (listed below).

Mitzi Johnson	101
Katie Cable	103
Lindsey Gibson	102
Danny Peck	106
Dr. Jon Tschanz	105
Jessica Slessman	108
Andrea Turner	107
George Freeman	104

Childcare:

Please use the following procedures to request childcare:

1. Contact the staff liaison associated with the church meeting/event needing childcare and inform them of the childcare needs. An online childcare request form can be found online, under Lay Leadership forms, and will be sent into the church's Nursery Coordinator's email (nursery@soapstoneumc.org) to arrange childcare for your meeting/event. She will contact you with questions after the form has been filled out.
2. Requests should be made at least 2 weeks prior to the event. If you need to cancel the childcare requests, please give at least a 24 hour notice.

Finances:

1. All expenses need to be pre-approved by your Staff Liaison.
2. **Cash Receipts**—Please do not take cash home. Use the cash receipt (green sheet) available in the office wall pocket. Count cash and fill in the spaces provided on the front of the sheet. List checks individually on the back of the sheet and add the total to the space provided on the front. Make sure all checks have a note in the memo line in case the check gets separated from the green sheet. Use the locked drop box, next to the church office, to deposit cash and checks. Envelopes and a pen are available in the wall pocket. The Staff Liaison for your ministry area must sign the cash receipt sheet. If they are not available when you are leaving the green sheet, put a note on the envelope requesting their signature.
3. We prefer that all purchases be made via the church staff, using a church credit card.
4. **Check Requests**—Use a check request form (blue sheet) located in the office wall pocket. Please allow **7 days** for a check request with proper approval from your Staff Liaison. Attach the bill or an original receipt to the check request. Signature of approval is required from your Committee Chair for requests over \$500 and Finance Chair for requests over \$1000.