

SMYRNA FIRST UNITED METHODIST
CHURCH

Office
Booklet

September

2009

This office handbook is designed to provide you with some helpful information about Smyrna First United Methodist Church.

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This office handbook is designed to provide you with some helpful information about Smyrna First United Methodist Church. It is also designed to give you some answers to questions you may have about the everyday operations of the church.

Church Office Hours: 7:00 a.m. – 4:00 p.m. Monday-Friday

Church Website: www.smyrnafirstumc.org

Church Office Closings:

- January 1
- Martin Luther King Day
- Good Friday
- Memorial Day
- July 4
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve
- Christmas Day
- 2 days assigned by senior pastor

Church Staff

- Dr. John Michael Jones, Senior Pastor
- Rev. Joe Elliot, Minister of Congregational Care
- Rev. Felicia Kumar, Minister of Christian Education and Spiritual Formation
- Matthew Johnson, Director of Youth Ministries
- Heather Blackburn, Music Director
- Sandra Phelps, Office Manager
- Kelly Ginn, Financial Secretary
- Bobby Medlen, Organist
- Gus Blackburn, Pianist
- Sheila Upham/Frankie Cashion, Preschool Directors
- Ginger Davis, Nursery Director
- Beverly Vaughn, Custodian

Email Addresses:

- jmj@smyrnafirstumc.org
- brojoe@smyrnafirstumc.org
- felicia.kumar@smyrnafirstumc.org
- matthew.johnson@smyrnafirstumc.org
- heather@smyrnafirstumc.org
- sandra.phelps@smyrnafirstumc.org

Church Newsletters: The primary function of the newsletter is for information about Sunday morning worship services, communications from the pastors and staff, classes or small groups, and all church functions, communications from the church council or ministry teams, brief announcements of church members' needs, district or denominational news, and prayer requests. The newsletter is published monthly. Articles and announcements for the newsletter should be submitted to the office manager no later than the 22nd of each month. No articles by phone please. Articles must include the name and daytime telephone number of person submitting article or announcement. A copy of our monthly newsletter can be picked up outside the church office or on the foyer table outside the sanctuary. You may also read our newsletter by going to www.smyrnafirstumc.org

Copier: The copier in the church office is available for any church ministry copying needs you have. Our office manager will be glad to do any copying you need done. Please call the office to schedule a time if you want any copying to be done between 8:00 a.m. and 5:00 p.m. We ask that you use the smaller copy machine in room 212 should you need to do any copying on Sunday morning.

Congregational Telephone Tree: used to contact church members of special notices and announcements.

Mass Email: used to keep church members updated on prayer requests. If you wish to be added to the mass email list, contact the office manager.

Personal Information to be updated: home address, home phone, cell phone, email address, additions to family, baptisms, deaths, and membership status. Please contact the office manager if your address or phone number is changed.

Worship Times:

- **The Portico** (a contemporary worship service) 8:30 a.m.)
- **The Eleventh Hour** (a traditional worship service) 11:00 a.m.)

***No food or beverages are allowed in the sanctuary or the chapel at any time.**

Child Care: is available for children 6 weeks to 3 years old.

Children's Church: meets every Sunday morning, except first Sunday of the month.

Large Print Bibles, Hymnals, and Bulletins: are available upon request. Please ask an usher.

Assisted Listening Devices: available upon request. Please ask sound technician.

Sermons: Copies of sermons are available upon request. Please ask sound technician.

Holy Communion: held every 1st Sunday of each month (except in December, when it is served on Christmas Eve).

Flowers: Sign up on calendar sheet outside office, contact florist you wish to use, and arrange for flowers to be placed in sanctuary for specified Sunday.

Adult Hand Bells: meets Wednesdays at 6:30 p.m.

Adult Choir: meets Wednesdays at 7:30 p.m.

Children's Choir: meets Sundays at 4:30 p.m. except during the summer.

Registration Pads: used on Sunday mornings to register attendance.

Sunday Morning Announcements: As a general rule, it is our policy not to use our worship services as a time to verbally communicate events to our church. Our vision is to keep our Sunday mornings a time of worship and teaching, and a place where our guests feel welcome, and not bombarded with announcements. The exception to this rule is church wide events.

Ministry Team Chairs: A mailbox is placed outside the senior pastor's office. Please check periodically and remove your mail.

Check Reimbursements: Church members desiring reimbursements for purchased items must submit receipts to church office. Allow seven to ten days to receive check reimbursement.

Church Directory: is available for nonmembers upon request through the church office for \$5.00.

Library: You are encouraged to use the church library. Choose the book you are wanting and sign the card in the back. Leave card and return the book on the appropriate table in the library.

Building Reservations: The building is available to be reserved from 7:00 a.m. to 10:00 p.m. Monday through Friday, 9:00 a.m. to 9:00 p.m. on Saturday, and 1:00 p.m. to 5:00

p.m. on Sunday. Please contact our office manager for reservation information. Outside groups will be charged a fee for use of the building.

Church Keys: Keys that give access to church buildings are very limited. If a key is needed, please fill out a key request form from the office manager. Your request will be reviewed by a member of the Trustees. Notification for key allocation (or not) will be made in a timely manner. After request approval notification, key can be picked up in the church office during normal office hours or by special arrangement. At time of pick up, two copies of this form will be signed and dated by the office manager and the Key Holder, one copy to be kept by the Key Holder and one to be filed in the church office. Please return key personally to our office manager. Key holder will receive a written confirmation of key return from the office manager. The key is entrusted to the Key Holder only. **Please, do not loan out your key.** The key is not to be duplicated. A lost key will incur a \$25 fee (contributing to not only key replacement, but also lock replacement if necessary). The Key Holder is to lock what they have unlocked upon exit or be sure arrangements have been made with Trustee member to do so. You are responsible for leaving your area of use clean and ready for the next user.

Bus Use: Request forms for use of the church bus are available in the church office. Written church request form needs to be received by the church office for approval two weeks before event (unless in an emergency situation). Notification of approval or disapproval will be given in a timely manner. Driver must meet church insurance requirements, be 21 years of age, have a clean driving record, a valid driver's license, and a CLC license, and must be a member of Smyrna FUMC. The key to the church bus can be picked up from the office manager during normal office hours. Bus should be picked up and returned to where it was parked. Each church team ministry is responsible for the gas for the bus while in their use. Charges will be allowed for prior approved events only! You are required to leave the bus clean and refueled the way you found it. Key should be turned in the next business day to the church office.

Church Equipment Loan Out: Please fill out a request form in the church office. Make sure to write out exactly what you are asking to be loaned to you and the date you will need it. The request will be approved or not approved by the Trustees. If approved, you will receive a confirmation call from a Trustee member. If you are given permission to utilize the item you will be required to **sign an agreement** that if the item is lost, stolen, or broken you will be liable to pay the full price to replace it. Smyrna FUMC has metal chairs and tables that may be loaned out.

DISCLAIMER: In order to borrow any items from Smyrna FUMC you must be an active member, or an authorized representative of a group in the community. If the church needs to use the items asked to borrow, even after permission is given, you may need to make other arrangements.

Church Fund Raisers: Any ministry wanting to do a fund raiser must first fill out a form and submit it to the Finance Committee for approval. Please check with the church office to see if there are any calendar conflicts before seeking Trustee approval. All request

forms must be signed by the Ministry Team Leader and the Finance Chair. Requests should be made six weeks in advance. At the discretion of the Finance Team, the lead time can be adjusted as unique circumstances require. Two members of the Fund Raiser group are responsible for the counting of raised funds and delivery of those funds, counted, dated and signed within 3 days of the event to the financial secretary for bank deposit.

Typing and Mailing: The church office can assist with typing and special mailings. Adequate notice of at least one week is needed. Call ahead if you have a copying project to make sure that there will not be any conflicts with office projects. The following are some services that are available: postage, paper, envelopes, printed address labels, and copier, postcards used to remind church members of meetings.

Record Keeping: An appointed person from each ministry team will please submit to the church office copies of their agendas and minutes from all team meetings. All reports are to be filed in the church office. These items are placed in a binder for viewing by congregational members, should such requests be made. Any communication sent by a team representative will also be required to be on file in the church office. All copies of motions should be given to the church office for appropriate record keeping. If a letter is sent to multiple people, one copy of the motion is sufficient with an attachment of all names and addresses of those receiving the motion.

Clean Up: When finished using an area, please turn out the lights. This includes restrooms, foyer, kitchen, and storage rooms.

Kitchen: All kitchen users must carefully read posted instructions before using any equipment in the kitchen. Clean, dry, and put away all dishes and utensils; wash countertops according to approved methods as posted. Check all appliances to make sure they are turned off and nothing is left inside the oven. Take garbage to dumpsters and replace trash liners. Do not leave leftovers in refrigerator or freezer unless marked for another use.

TV/VCR/DVD Usage: This equipment may be reserved by placing a note on the equipment or indicate a need on the Event Request Form (see office manager). It is the responsibility of the user to setup and return this equipment. Under no circumstances should any of this equipment be moved off of the cart.

Microphones, Amplifiers, Lighting: The technical team is responsible for this equipment. If a sound equipment operator or any other technology staff is needed, those services must be indicated on the Event Request Form at the time of the reservation.

Credit Card Use: A log will be kept by the office manager of those who receive the card, recording when it is taken, when it is returned, and verifying that a charge slip is returned with the card. Those who use the card should fill out a charge slip for the

financial secretary listing the charge, the purpose, and the correct budget item to apply the charge toward.

Reimbursements can be made only when accompanied by receipts. Additionally, we ask that if you have an expense that is predictable, please ask for a check rather than using the credit card. This provides better audit controls and also ensures that the card is not maxed out when needed.

Nursery: The church nursery is only available when paid Smyrna nursery staff is on duty (exceptions can be made by contacting the pastor of Christian Education and Spiritual Formation.) The nursery must be reserved at the time of the facility reservation and there may be a fee for the service. Requests for child care must be made two weeks before the special event.

Fellowship Gatherings: every Sunday morning at 9:30 a.m.

United Methodist Men: see church calendar for information.

United Methodist Women: see church calendar for information.

Ministry Teams: Program ministry teams will meet the first Sunday of the month in January, March, May, July, September, and November.

Church Council: meets the third Sunday of February, April, June, August, and October. If a meeting is required in December, Church Council members will be notified.