

# Heart of Aloma Leadership Orientation

# Halo

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# Aloma Ministry in 2010

## “Growing in Christ, Connecting with People, Serving Others”

This year we are going to be celebrating the story that God has been writing through as we celebrate our 50<sup>th</sup> anniversary!

It has been a story that tells of people who have met Jesus through the ministry of our Church. It has chapters packed full of amazing stories of life transformation, where people discovered their calling and utilized their gifts. It has chapters full of care and compassion and missions and ministry. Some chapters are full of words like family, and light, and friendship and hope and life. Aloma’s story contains descriptions of how many people’s paths have intersected with Christ’s and been changed forever. Unfortunately, there have been other chapters that have been difficult, where the Church has struggled, where difficult decisions have been made and painful lessons taught. There is one consistent through our Church though – God has been very present with us!

At this pivotal time in our Churches story it is incumbent upon us that the next 50 years are filled with the stories that bring glory to the Christ who loves his Church and willingly gave himself up for her. In this time it is imperative, for the glory of our great God, that under the guidance of the Holy Spirit we seek first His kingdom.

### **Restoring our Ministry Structure**

Ministering to people in Jesus name needs to be at the heart of everything we do in 2010 and our ministry coaches have been diligently working, we trust under the inspiration of the Holy Spirit, to develop a Christ centered, missional discipleship strategy that can begin the next 50 years of ministry in a way that brings optimal glory to God. In light of this, we would like to humbly suggest the following ministry strategy for Aloma.

Collectively we are the pen that God will use to write the next chapter of Aloma’s story.

There are numerous reasons why our previous ministry structure was unable to function fully, and after examining these we would like to propose that our ministries are structured in the following way. These changes are intentionally offered as a result of our previous structure not delivering what we had hoped it would – primarily because of poor communication, uncertainty and changes in both staff and lay leadership. We would like to propose the following.

- Our Aloma Ministries should be aligned around our vision statement – **“Growing in Christ, Connecting with People and Serving others”**. A plan to fulfill our vision is essential to both ownership and completion of this vision.
- Each of our ministries should be under one of the three teams – **The Growing Team, Connecting Team and Serving Team**.
- Each team is led by a **lay team coach**.

Within each team, ministries are given one of three classifications – a **focus ministry, a foundational ministry or a functional Ministry**. The Budget form below provides a concise picture of how our ministries are organized together. (Page 3)

A lay **Volunteer Ministry Coordinator** position will be created to help build people into our Church ministries. (See Page 6)

### **1) Focus Ministries**

Focus ministries are ones that we believe we should put our **primary** financial resources, people resources and publicity into. Our best time, energy and effort goes toward these ministries. They are intentionally chosen to help the Church fulfill the vision that God has given to us.

For 2010, these ministries are Journey Groups, New Community Class, Alpha, Faith in Action and Special Events.

It is our intent that these ministries can **strategically work** together and form a process for growth and discipleship within Aloma. The process of how these ministries work together is;

- *Faith in Action invites a person to a Special Event.*
- *A Special Event invites a person to a New Comers class.*
- *The newcomer’s class passes a person off to Alpha.*

- *Alpha places a person within a small group.*

We will repeat this cycle 2 or 3 times in 2010, and if God blesses us with success, into 2011. (See diagram on page 4)

## **2) Foundational Ministries**

These are ministries that provide crucial infrastructure to the Church. They undergird the Church and ensure that all the ministry responsibilities God has asked us to fulfill are accomplished. These are ministries that are **essential** for our ministry foundation to remain strong. They need some resources but should not consume our time or our best energies

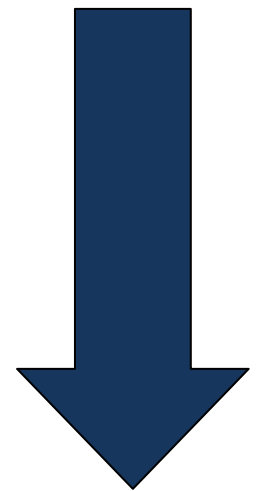
## **3) Functional Ministries**

These are activities that happen sporadically, require little leadership and little financial backing.

Listed below you will see our Church ministries organized and prioritized into three teams pertaining to our vision statement. Also attached you will see the budget that each ministry will have in 2010. These budgets have been determined in relation to how our various ministries will help support our ministry strategy for 2010.

## 2010 Program Ministry Structure

|                                | Growing Team     | Connecting Team        | Serving Team          |
|--------------------------------|------------------|------------------------|-----------------------|
| <b>Focus Ministries</b>        | Alpha            | New Member Orientation | Special Events        |
|                                | Journey Groups   |                        | Faith in Action       |
| <b>Foundational Ministries</b> | ECLC             | Altar Gild             | Food Pantry           |
|                                | Family Ministry  | Connection Center      | Harvest Missions Team |
|                                | Library          | Dance                  | Scouts                |
|                                | Midweek Conn     | Drama                  | SURF Ministry         |
|                                | Prayer Ministry  | Historian              | Visitor Follow up     |
|                                | Sermon Burners   | Hospitality Ministry   | Worship Design        |
|                                | Stephen Ministry | Kitchen Ministry       |                       |
|                                | Sunday School    | Music Ministry         |                       |
|                                | UMM              | Production             |                       |
|                                | UMW              | Senior Council         |                       |
|                                | VBS              | Shut In Ministry       |                       |
|                                |                  | Ushers & Greeters      |                       |
|                                |                  | Web Site               |                       |
| <b>Functional Ministries</b>   | Emmaus Ministry  | Quilters               | Blood Mobile          |
|                                |                  | Photographer           | Bread Ministry        |
|                                |                  |                        | Coalition Home        |
|                                |                  |                        | Daily Bread           |
|                                |                  |                        | Jail Ministry         |
|                                |                  |                        | Operation C'mas Child |
|                                |                  |                        | Wedding Consultant    |



# 2010 Focused Ministry Strategy



## **Insights**

- The most important part of this process is not the structure, but the **relationships** that will need to be developed as people are walked through the process. The Holy Spirit works through our relationships to change people's hearts.
- People are able, and invited, to jump in at any entry point. E.g. If someone comes to Church and wants to jump right into a journey group –that's great!

## **What needs to happen to make this happen?**

- **Training.** Part of our discipleship growth this year needs to be to equip people to intentionally build loving, missional relationships. Perhaps through a Sunday morning series, or "Walk across the Room "and "Becoming a Contagious Christian" studies?
- **Calendar Coordination.** A central calendar is being developed so that this process can be repeated two or three times in 2010.
- **Focus Ministries need to develop and recognize "Connection Mechanisms".** How do we take someone we meet at Faith in Action and make sure we connect with them at a Special Event? How do we take someone from a Special Event to Alpha? Always having a next step is vital for Spiritual Growth.
- **Church wide involvement.** We need work together in one direction and engage as many people from our congregation as possible in this process. We are one Church, serving one God!
- **Celebration.** The Men of Aloma are considering infusing this strategy with a dinner before, during and after the cycle to build, capture, and sustain momentum and celebrate what God is doing.

## **Our prayers and expectations as to how God would use this process at Aloma...**

- That people who are far from God would enter into a personal relationship with him.
- That this plan would allow us to be good stewards of the vision statement that God has given to us - "*Growing in Christ, Connecting with people and Serving others*".
- It brings unity and purpose to the Church as we move forward together.
- There is always a next step for people to grow in their relationship with Jesus. In having a next step our faith is able to keep moving forward.
- As energy, synergy and excitement are built within the Church we become more confident in taking greater steps of faith.
- That....
  - *10,000 people within our community would be touched by seeing our 'Faith in Action'?*
  - *5,000 people attended one of our special events and saw a picture of Christ through our care.*
  - *300 people went through some kind of relationship building event that allowed them to see Christ in us.*
  - *300 people went through the Alpha course and developed a solid, grounded understanding of what it means to follow Jesus..*
  - *150 people were plugged into a life giving small group.*

## **Appendix 1**

### **LAY VOLUNTEER MINISTRY COORDINATOR**

Aloma United Methodist Church

#### **Purpose**

To help the people of Aloma discover how God has best equipped them to serve in the body of Christ at Aloma United Methodist Church.

#### **Qualifications**

- A personal faith in Jesus Christ as Lord and Savior.
- Supportive of Aloma's Mission and Vision Statements and demonstrating a love for the Church and the furtherance of the kingdom of God.
- Evidence of continued growth in his/her spiritual life.
- An attitude of servanthood in carrying out ministry responsibilities.
- An encouragement to others and sensitive to the needs of others.
- Able to work harmoniously with others, a team player.
- A teachable spirit.

#### **Ministry Specific Qualifications**

- A passion for helping people discover how God has personally gifted and prepared them to serve in the life of the church.
- A people-oriented person.
- Computer literate and able to learn a new program.
- Ability to take initiative in instituting new ideas.
- Helpful spiritual gifts: helps/service, administration, exhortation, teaching

#### **Responsibilities**

- Connect with \*attendees of our church to participate in finding out where God has best equipped them to serve in the body based on their spiritual gifts, personalities, temperaments, passions, and experiences through a variety of means (For Example; New Community Class, Mid-Week Connection, personal interviews, etc.).
- Develop or find resources and materials to employ in helping people discover their gifts, personalities, temperaments, passions, etc. for right placement in ministry.
- Develop a process for maintaining and updating SG on the Shelby computer data base and any special skills (ie carpenter, electrician, mechanic) assessed.
- Develop a means that the Data Base is useful and effective to ministry leaders and volunteers.
- Serve as a resource to the Nominating Committee and church leaders in finding the right person to fill a ministry leader/committee position.
- Work with Ministry Leaders and Coaches to determine volunteer roles/positions needed and required giftedness
- Communicate closely with Coaches on volunteer and ministry growth
- Develop, communicate, and maintain a process for attendees to know and understand volunteer opportunities at Aloma
- Develop a Follow-Up Plan to ensure volunteers are connected and continue to find joy in their volunteerism
- Develop a team as needed.

#### **Meetings**

Nominating Committee meetings, Program Ministry Team meetings, Church Council.

#### **Reporting Relationship**

The Lay Volunteer Ministry Coordinator is amenable to the Discipleship Pastor and ultimately to Church Council.

# Organization of the Church Council at Aloma UMC.



The Church Council is comprised of the members listed below. They are the governing or administrative group of our Church. It is led by the Chairman and meets on a monthly basis. Other meetings may be called as needed.

The Church Council meetings are open to all members of the church; however, only members of the council may vote. The Council members are nominated by the Lay Leadership Team, chaired by the pastor, and approved at our annual Church Charge Conference in the fall of every year. The nominations procedure normally takes place from July-September. The three 'Ministry Program Teams' have lay coaches that represent those ministry team leaders and report to the Council on their behalf. The Coaches are persons that communicate, encourage, and pray for those ministries.

## **Members of Church Council are**

- Co-Chairs
- Pastors
- Lay Leader
- 'Growing' Ministry Team Coach
- 'Serving' Ministry Team Coach - Church Business/Financial Administrator
- Finance Chairperson
- Trustees Chairperson
- Stewardship Chairperson
- UMM Rep
- Harvest Mission Team Rep
- 6 or more At-Large Members
- Secretary
- All Program Staff
- Lay Member (and Reserve Lay Member) to the Annual Conference
- 'Connecting' Ministry Team Coach
- Treasurer
- SPR Chairperson
- Aloma ECLC Representative
- UMW Rep
- Youth Representative
- Volunteer Ministry Coordinator

## Our Vision Statement:

Growing In Christ, Connecting with People, Serving Others

### Aloma Program Ministry Teams

| <b>Growing Team</b>   | <b>Connecting Team</b>   | <b>Serving Team</b>        |
|---|--------------------------|----------------------------|
| <b>Alpha</b>  | <b>New Member Class.</b> | <b>Special Events</b>      |
| <b>Journey Groups</b>   | Altar Guild              | <b>Faith in Action</b>     |
| ECLC  | Connection Center        | Food Pantry                |
| Family Ministry   | Dance                    | Harvest Missions           |
| <ul style="list-style-type: none"> <li>• Children</li> <li>• Youth</li> </ul> | Drama                    | Scouts                     |
| Library   | Historian                | SURF Ministry              |
| Midweek Connect.  | Hospitality Ministry     | Visitor Follow Up          |
| Prayer Ministry   | Kitchen Ministry         | Worship Design             |
| Sermon (CD) Ministry  | Music Ministry           | Blood Mobile               |
| Stephen Ministry  | Production Ministry      | Bread Ministry             |
| Sunday School   | Senior Council           | Coalition for the Homeless |
| UM Men of Aloma   | Shut In Ministry         | Daily Bread                |
| UM Women of Aloma   | Ushers and Greeters      | Jail Ministry              |
| Vacation Bible School   | Web Site                 | Operation Christmas Child  |
| Emmaus  | Quilters                 | Wedding Consultant         |
|   | Photographer             |                            |

# The Role of Ministry Coaches

Team coaches need to **P.R.A.I.S.E** the ministry leaders under their areas of responsibility!!

## Pray

- Gather the prayer needs and requests of the ministry
- Pray for and with the ministry leader
- Communicate prayer requests with staff and congregation

## Resource

- What does the ministry leader need from the broader congregation/staff/other leadership?
- Can you recommend any books, classes, seminars that will help them strengthen, deepen and enlarge their ministry?
- What troubleshooting can you do for them?

## Affirm

- Affirm the work they are doing
- Encourage them by pointing out the fruit in their ministry

## Inform

- What can we communicate to the church leadership for them?
- How can we help promote an upcoming event?
- What events can we inform them about that they could partner with within the church?

## Serve

- How can you help their ministry?
- Are there areas where they are lacking people power?
- What can we do to 'share the load'?

## Empower

- How can we help you become a better leader?
- How can we provide you better accountability for your ministry?
- How can we help your ministry become more effective?



Although the above three areas of ministry are specific in their stated purposes, each has a responsibility to 'Grow, Connect, and Serve' within itself and the life of the church. Each area shall coordinate the activities of its ministry teams to maximize their effectiveness for ministry. The Team Coaches shall have authority to approve spending of funds, scheduling activities, etc. within their ministry area.

## Listed below are teams under the Church Council;



**Staff/Parish Relations** – Lead by the SPR Chairperson, this team is responsible for overseeing the church staff, salaries, benefits, etc. It is comprised of 8-10 members, including the chairperson, as well as the pastor, Lay Member to Annual Conference and Lay Leader. (No family of a staff member may serve on this team)



**Lay Leadership** – This team is chaired by the pastor and has 10 other members (including the Lay Leader and three ministry coaches). They seek to identify, develop, deploy, evaluate, and monitor the lay

leadership of the church. They recommend to the Annual Charge Conference the names of people to serve as leaders of the Church Council and other areas of ministry.



**Trustees** – Comprised of 7-9 members, this group oversees the running and upkeep of the church buildings and grounds. They elect their own chairperson. This team is the legal guardian of our church corporation.



**Finance** – This team oversees the financial business of the church and administers the funds received according to instructions from the Church Council. They compile annually a complete budget and submit it to the Church Council for review and adoption. The chairperson and 2 to 3 at-large members are elected by Charge Conference. Other members include Church Council co-chairs, Lay Member to Annual Conference, Lay Leader, SPR Chairperson, Financial Administrator, Treasurer, Stewardship Chairperson, and the pastor.



**Endowment Team** – This team consists of three persons, along with representatives from the Trustees and Finance Team. Its purpose is to encourage people to give legacy gifts to the church and then to manage those funds.



**Harvest Team** – This team of 8-10 people oversees the various missions programs of the church. They set the annual missions budget goal, evaluate missionaries and mission projects to receive financial support, and keep the congregation informed about our missionaries and mission projects at home and abroad.



**Stewardship Team** – This team includes the Finance Chairperson, Trustees Chairperson, Lay Leader, and 7-9 other members. Their task is to educate the congregation in the areas of stewardship of our time, talents, gifts and service. They are also responsible for developing and implementing plans that will raise sufficient income to meet the budget.

# Aloma UMC Program Ministry Guide

Aloma's ministries are grouped under three guiding directives from our Vision Statement:

## **“Growing in Christ, Connecting with People, Serving others”**

The Coaches System designates a Lay member to represent a number of 'Program' ministries before the Church Council. Together they form a team. Their function is to Praise – Pray, Resource, Affirm, Inform, Serve, and Empower Ministry Leaders to carry out their ministry functions.

The Coaching Team meets monthly and sits on both the Church Council and Nominations Team.

Below is an alphabetical listing of Aloma's Program Ministries according to their respective teams. Each includes a 'brief' description of their function with Aloma and their Ministry Leader contact information.

### Growing Team

**Lay Coach - Jerry Frey 407-592-9725**

**Alpha** Martha Virginia Spivey [mvspivey@earthlink.net](mailto:mvspivey@earthlink.net)  
A 10 week course including a 3-day weekend retreat designed to lead individuals and couples to a mature relationship with God the Father, Son and Holy Spirit. Also offers marriage courses, an outreach program at the Orlando Salvation Army, and the introduction of ESOL.

**Emmaus Grp** Dee Niedermann (407-671-1644)  
Group studies and accountability for those that have been to 'Walk to Emmaus'.

**Aloma Early Childhood Learning Center** – Barbara Twatchman [BarbaraT@Alomazone.org](mailto:BarbaraT@Alomazone.org)  
A PreSchool for with classes for children aged 2 to PreK with classes Monday through Friday.

#### **Family Ministries -**

**Children's Ministry** Janine Lovins [LovinsJ@gmail.com](mailto:LovinsJ@gmail.com)  
Teaches children God's words demonstrating Christ's love through lessons, fellowship, worship, prayer, and fun activities.

**Youth Ministry** Darryl Copenhaver [Dcopenhaver@aol.com](mailto:Dcopenhaver@aol.com)  
Connects and disciples teens through a variety of activities and studies to develop fellowship, friendships, and biblical principles and foundations.

**Journey (Small) Groups** Marilyn Copenhaver 407-366-2592 [DMCopp@aol.com](mailto:DMCopp@aol.com)  
Tammy Fisher 407-620-9514 [TFisher2727@cfl.rr.com](mailto:TFisher2727@cfl.rr.com)

Small home groups designed for Christian fellowship and growth.

**Library** Robert and Laura Stomp [robertstump@gmail.com](mailto:robertstump@gmail.com)

Manage books, videos, and other resources that are available to check out.

**Men's Ministry** Brian Fisher 407-446-2238 [bfisher30@cfl.rr.com](mailto:bfisher30@cfl.rr.com)

Reaching men of Aloma thru fellowship, biblical studies, activities, and gatherings and outreach projects.

**Prayer Ministry** Theresa Shaw 407-281-8012 [tshaw@drmp.com](mailto:tshaw@drmp.com)

Prays for the needs of the church, people, community, and world.

**Sermon (CD) Burners** Esther Ely 407-677-0824 [esther2ely@embarqmail.com](mailto:esther2ely@embarqmail.com)

Prepares CD copies of the sermon to deliver to shut ins.

**Stephen Ministry** Marilyn Coppenhaver 407-366-2592 [DMCopp@aol.com](mailto:DMCopp@aol.com)  
Diane Matheney 407-971-1285 [mathend@ocps.k12.fl.us](mailto:mathend@ocps.k12.fl.us)

Care givers equipped for on going one-to-one care and prayer.

### **Sunday School**

Variety of classes offered on Sunday mornings – children, youth, and adult.

**Vacation Bible School** Leslie Scott 407-677-6302 [dancin4Him65@yahoo.com](mailto:dancin4Him65@yahoo.com)

A weeklong event that connects children (members and non) to studies and activities that bring them to a closer relationship with Jesus Christ and Aloma's church family.

**Women of Aloma** Carol Repass 407-671-1663 [momrepass@aol.com](mailto:momrepass@aol.com)

Variety of ministry for women –studies, activities, retreats, fellowship time and more.

## **Connecting Team**

**Lay Coach, Deborah Kinch 407-339-0927 [dkkinch@pbsj.com](mailto:dkkinch@pbsj.com)**

**Altar Guild** Sheila Ammon 407-678-0616 [rnsammon@earthlink.net](mailto:rnsammon@earthlink.net)

Prepares the sanctuary for Sunday worship services, communion, and Acolytes.

**Drama Team** Tracie Searles 407-265-7977 [traciesearles@cfl.rr.com](mailto:traciesearles@cfl.rr.com)

Drama productions illustrating biblical principles at 'Fired Up' Children's worship.

**Greeters** Diane Rafferty 4070657-8303 [jjohndiane@aol.com](mailto:jjohndiane@aol.com)

Warmly greeting all that enter the church to feel welcomed.

**History Committee** Linda Sutton 321 277 8452 [wsutton1@bellsouth.net](mailto:wsutton1@bellsouth.net)

Gathers and stores Aloma's text and photos to preserve historical accounts of Aloma for future generations.

**Hospitality Team** Shirley Stamper 407-679-8578 [sstamper1@cfl.rr.com](mailto:ssstamper1@cfl.rr.com)

Provides a fellowship time and refreshments between the last two services.

**Kitchen Ministry** Pauline Kundis 407-671-5892 [pkundis1@cfl.rr.com](mailto:pkundis1@cfl.rr.com)

Stocks and organizes the kitchen supplies needed to equip Aloma's ministries.

**Music Ministry** Mark Jaeger 407-678-5070 ext305, [MarkJ@AlomaZone.org](mailto:MarkJ@AlomaZone.org)

Includes all musical elements of worship: Bells, Praise Team, and Choir.

**Production Team** Ruthanne Jaeger 407-671-0234, [raandmj@yahoo.com](mailto:raandmj@yahoo.com)

Audio/visual/media element of worship that visually enhances Sunday morning worship.

**New Member Class** Jen Boyce 407-482-4982 [jenniferjboyce@yahoo.com](mailto:jenniferjboyce@yahoo.com)

Helps new people learn about the ministries at Aloma and provides a time to meet the staff and other staff leaders.

**Photographer** Bob Hutchinson 407-359-9600 [hutch32765@yahoo.com](mailto:hutch32765@yahoo.com)

Aloma's church photographer capturing events and activities in the life of the church.

### **Quilters**

Joins together for fellowship and sewing together.

**Sacred Dance** Leslie Scott 407-677-6302 [dancin4Him65@yahoo.com](mailto:dancin4Him65@yahoo.com)

'Dancing' to the glory of God in worship.

**Senior Council** Martha Virginia Spivey 407-671-3731 [mvspivey@earthlink.net](mailto:mvspivey@earthlink.net)

Focuses on the interests and needs of Aloma's more mature members thru studies, activities and events.

**Shut-In Ministry** Linda Lou Smith 407-657-1198 [lindalou944@embarqmail.com](mailto:lindalou944@embarqmail.com)

Connects and visits those physically unable to come to church.

**Ushers** Preston Boss 407-971-4790 [pbossman1@yahoo.com](mailto:pbossman1@yahoo.com)

Connects to folks as they enter the sanctuary; assists in finding seats as needed; and helps to collect the offerings. Assists in the services as needed.

**Website** Ken Dold 407-281-8429 [kend@alomazone.org](mailto:kend@alomazone.org)

Maintains the website with valuable information and communications.

## **Serving Team**

**Lay Coach, Toni Moore 407-927-4057 [tonimoore@hotmail.com](mailto:tonimoore@hotmail.com)**

**Bloodmobile** Sandy Whisner 407-677-9782 [sandwhiz@aol.com](mailto:sandwhiz@aol.com)

Provides opportunities for folks to donate blood at church on selected dates.

**Bread Ministry** Royce and Toni Hart 407-679-4998 [toniinfla@earthlink.net](mailto:toniinfla@earthlink.net)

Picks up baked goods donated by Publix Supermarkets and delivers them to the Salvation Army and the homeless on a regular basis.

**Coalition for the Homeless** Kathy Byrd 407-399-7111 [maitlandbyrd@aol.com](mailto:maitlandbyrd@aol.com)

Team serves dinner once a month to Orlando's homeless population at the 'Coalition'.

**Daily Bread** George Stein 407-678-7990 [GJStein@embarqmail.com](mailto:GJStein@embarqmail.com)

Serves meals to the homeless at the Christian Service Center one week each year.

**Faith In Action** Marilyn Copenhaver 407-366-2592 [DMCopp@aol.com](mailto:DMCopp@aol.com)

Serves the local community through activities; delivers invitations to the local neighborhoods to join us at our Special Events.

**Food Pantry** Toni Moore 407-927-4057 [tonimoore@hotmail.com](mailto:tonimoore@hotmail.com)

Packs donated food items and supplies food bags to the local homeless and less fortunate folks at Aloma.

**Harvest (Missions) Team** Cathy Hatcher 352-669-3509. [raccocars@earthlink.net](mailto:raccocars@earthlink.net)

Team supporting missionaries in the field through prayer, stewarding resources and finances.

**Jail Ministry** Tammy Fisher 407-620-9514 [tfisher2727@cfl.rr.com](mailto:tfisher2727@cfl.rr.com)

Brings the gospel, prayer, mentoring, and worship to those detained at 33<sup>rd</sup> St Jail.

**Operation Christmas Child** John and Norma Houck 407-678-1853

Provides and collects shoe boxes filled with Christmas gifts for under privileged children.

**Scouting Ministries** John Rader 407-676-1257 [johnthescouter42@embarqmail.com](mailto:johnthescouter42@embarqmail.com)

Provides opportunities and activities of all girl and boy scouting at Aloma.

**Special Events** Judy Bogan 407-678-5172 [jubog419@embarqmail.com](mailto:jubog419@embarqmail.com)

Plans family fun events incorporating the ministries of Aloma to reach out to the local community.

**SURF Ministry** Jim Bogan 407-678-5172 [jubog419@embarqmail.com](mailto:jubog419@embarqmail.com)

Ministers to the homeless on OBT providing a meal and practical needs such as clothes, basic toiletries, and prayer.

**Visitor Follow-Up** Lisa Looney 407-927-6885 [backtolife4@earthlink.net](mailto:backtolife4@earthlink.net)

Contact those who have visited Aloma to welcome them and answer any questions they may have about the church or any prayer needs they may have.

**Wedding Consultant** Sheila Ammon 407-678-0616 [rnsammon@earthlink.net](mailto:rnsammon@earthlink.net)

Provides assistance and prepares the sanctuary for those taking sacred vows.

## **Schedule of Regular Administrative Team Meetings**

|                        |   |
|------------------------|---|
| Church Council         | 3 <sup>rd</sup> Monday, 7:00 pm, Rooms 21-22      |
| Ministry Coaching Team | 3 <sup>rd</sup> Monday, 5:30 pm, Conference Room  |
| Finance Team           | 4 <sup>th</sup> Tuesday, 7:00 pm, Conference Room |
| Harvest Team           | 3 <sup>rd</sup> Tuesday, 6:30 pm, Room 23         |
| SPR                    | 4 <sup>th</sup> Monday, 7:30 pm, at the church    |
| Trustees               | 4 <sup>th</sup> Monday, 7:00 pm, Conference Room  |

Please note that due to holidays or other events, these regular meeting dates, times and locations may change. Other teams meet together on their own schedules.

If you have an item to be presented at an Administrative Team Meeting, please contact your Lay Coach to confirm the time and date. Please also give Chairman of that at least one week in advance to schedule you into the agenda.

## **Guidelines for Leadership**

Within the Aloma UMC Church Council

### **1) Character**

- Demonstrates a vibrant, personal walk with Christ that is outwardly evident through words, actions and deeds. (1 Peter 5:3, 1 Timothy 3:9, Philippians 1:27)
- Committed to Spiritual Disciplines, Church membership (1 Corinthians 12:27, Ephesians 5:25) and contributes a tithe on a regular basis. (2 Corinthians 9: 6-15, Matthew 6:1-4)
- Honest, teachable, humble, reliable, has strong personal integrity and a healthy work ethic. (1 Peter 5:6, Romans 5:1-9)
- Committed to a smaller community, where he/she is being challenged to grow in their faith. (Hebrews 10:24-25)

### **2) Competency**

- Understands spiritual gifts and uses his/hers to God's glory. (1 Timothy 4:14, 1 Corinthians 12: 1-11, 2 Timothy 2:7)
- Has developed and refined their spiritual gifts over many years. (Ephesians 4:11-16, Romans 12:3-8)
- Has some knowledge, talent and ability in the area where they serve. (Romans 12:8, 1 Timothy 1:7)
- Has a proven commitment to ministry. (1 Timothy 3: 1 and 4:15-16, 2 Timothy 1:3-7, 1 Corinthians 9:19-23)
- Faith focused ability to see the unseen. (2 Corinthians 5:7, 2 Corinthians 4:18)
- May serve in only one Church Council position at a time. (Matthew 6:24, 1 Corinthians 2/5/10 7:20, Hebrew 12:28)

### **3) Chemistry**

- Displays a positive spirit. (Philippians 2:5-11, Romans 12: 9-13)
- A willingness to serve others. (John 13:15-17, Colossians 3:17)
- Can work on a team. (1 Corinthians 12: 12-27, Ephesians 4:1-6)
- A positive relational fit with other leaders. (2 Timothy 2: 14-16)
- Can adhere to Biblical standards of conflict resolution. (Matthew 18:15-20, 2 Timothy 2:25)

**ALOMA UNITED METHODIST CHURCH**

## PURCHASING FOR MINISTRY TEAMS

1. Purchases require PRE-APPROVAL from the ministry coach on all expenditures. The church desires to be permission-granting for necessary purchases. The church safeguards the ministries by adhering to the budgets strictly. Therefore, a lack of pre-approval could result in your request for reimbursement to be denied.
2. Churches are a protected class by the government allowing purchases without paying state sales tax. Never, never, never pay sales tax! Sales tax will not be reimbursed because we want to be good stewards with the money that is entrusted to our care. In your packet is a tax exemption certificate. Present this before the cashier begins ringing up your order.
3. Once you have the pre-approval to purchase, you can either request the church to write a check, use a vendor where we have an account, ask a staff member to use a church credit card, or make the purchase yourself and ask for reimbursement.

### ■ Asking the church to write a check:

1. Fill out a Purchase Requisition (hereafter known as a PR).
2. Attach an invoice or printout of what exactly the check needs to be for.

### ■ Vendor Credit Accounts: (Cokesbury, Office Depot, Lifeway, etc)

1. The Business Administrator can lend out the vendor card (if needed).
2. To protect the church, we have created a list of authorized purchasers for a variety of vendors. Please see the attached list.
3. Make your purchase... make certain the receipt is correct and that you were not charged sales tax.
4. Submit the PR with the original receipt immediately upon your next trip to the church—return vendor card immediately if you borrowed one.

### ■ Personal Reimbursement:

1. As much as possible, please separate your personal purchases from those of the church. It makes accounting much easier.
2. Fill out a PR, attach receipt.

## HOW TO FILL OUT A PURCHASE REQUISITION

1. Complete date of request, your name, and phone number.
2. Enter the vendor information: name and address.
3. Please print each item (you can lump similar items such as craft supplies) purchased on a separate line.

For each item, please find the CORRECT account code for the item. The Chart of Accounts is posted on the board outside the Business Administrator's office. It is imperative that the expenses are coded correctly as this affects the ministry team's budget. If the coding is not completed or is deemed incorrect by the business administrator, the PR will be returned for proper completion.

The pattern for coding is XXX-XXXXX.

The first set of 3 digits reflects the ministry team's department number.

The second set of 5 digits is the actual code that prints on reports.

EXAMPLE:

| <b>VENDOR</b> | <b>ITEM DESCRIPTION</b>                      | <b>COSTS</b> | <b>CHARGE TO</b> (Dept. # & Acct. #) |
|---------------|--|--------------|--------------------------------------|
| Cokesbury     | Candlelight kit for Christmas<br>Eve Service | 62.49        | 054-84120                            |

054 = Empowering Team

84120 = Candles

4. Complete "IF CHARGED" or "IF PERSONAL REIMBURSEMENT".
5. Sign the PR.
6. Attach receipts.
7. Please keep copies of whatever you submit as your backup.

**SUBMIT TO BUSINESS ADMINISTRATOR'S BOX BY**

**MONDAY AT 8 AM**

**FOR A CHECK THAT WEEK!**

**ALOMA UNITED METHODIST CHURCH**

# PURCHASE REQUISITION/REIMBURSEMENT REQUEST

Date of Request: \_\_\_\_\_ Date payment needed by: \_\_\_\_\_

Request submitted by: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **REQUISITION FOR PURCHASE**

**Instructions:** Please use a separate form for each vendor unless your request is for personal reimbursement or church credit card charges. Submit PR for pre-approval before purchase is made. After the purchase is made, finalize costs, attach receipts for all items to the back of this form, and submit to the bookkeeper.

| DATE OF PURCHASE | VENDOR | DESCRIPTION | EXPENSES | ACCOUNT CODE<br>(Dept. # & Acct. #) |
|------------------|--------|-------------|----------|-------------------------------------|
|                  |        |             |          |                                     |
|                  |        |             |          |                                     |
|                  |        |             |          |                                     |
|                  |        |             |          |                                     |
|                  |        |             |          |                                     |
|                  |        |             |          |                                     |

Mailing Address: \_\_\_\_\_ or Return check to: \_\_\_\_\_

**IF PURCHASE WAS CHARGED (Church Credit Card or on account):**

Vendor/Credit Card Name: \_\_\_\_\_ in who's name: \_\_\_\_\_

**IF PERSONAL REIMBURSEMENT REQUESTED:**

Reimburse to: \_\_\_\_\_ (circle)      MAIL --or-- PICK UP

**AUTHORIZING SIGNATURE:** \_\_\_\_\_

**Ministry Leader**      **Date**

**Pre-Approved:** \_\_\_\_\_

**Administrator**      **Date**

**FINAL APPROVAL:** \_\_\_\_\_

**Administrator**      **Date**

# FUNDRAISER POLICY

## Aloma United Methodist Church

### Purpose of Fundraising

Fundraising activities serve at least two important purposes, besides raising needed money for church ministries. First, they highlight the specific mission, importance, and needs of the group which is raising the funds. Second, they help to build community within the body, and enthusiasm for its ministries.

### Definition

Fundraising is defined as any effort to raise money, collect goods, or sell a product on behalf of our church, its congregants, or another authorized person or organization.

### Fundraisers and Stewardship

Fundraisers should never overshadow the practice of stewardship, in the amount of funds raised, the frequency of fundraisers, or the objectives of raising the funds. Funds should not be raised for unnecessary items that may be considered luxuries when other essential needs in the church are not being met.

### Responsibility

The Finance Committee has the responsibility of overseeing and approving all fundraising efforts. The Finance Committee may transfer oversight of specific aspects of fundraising to related staff or committees, as appropriate. Special considerations are:

- Annual fundraisers must be approved by Finance each year.
- Proposals seeking to raise a gross income of over **\$2,500** must ultimately have the approval of Church Council.

### Fundraising Designations

Every fundraising effort, including special collections in worship services, is assigned to one of the following designations:

- General All-Church: Projects that benefit our church and are reflected in the church annual budget, e.g., fundraisers for building fund or debt retirement
- Specific—Church: Projects that benefit one or more programs within our church, or individual members, e.g. car washes for youth mission trips, Pumpkin patch for Children’s ministry.
- Specific—Community & World: Projects sponsored by our church to benefit the community at large and the world, e.g., food pantry, missionaries.
- Specific—Denomination: Projects benefit our denomination, not our church directly, e.g., annual conference offering. e.g. , UMCOR request from conference, district office of UMC.

### Fundraising Principles

- All fundraising efforts must be compatible in its purpose, content, and implementation, with the Mission, Vision and Core Values of Aloma United Methodist Church.
- Those planning fundraising activities must be respectful of all individuals and of the space they are authorized to use.
- Fundraising events must be respectful of other ministries of the church for similar events, or dates and methods of fundraising. e.g., Youth requesting to hold rummage sale without written agreement from UMW that has had that effort in the past and currently has efforts in that mode of Fundraising.
- When items are sold as fundraisers (e.g., calendars, food, pumpkins, Christmas trees), the prices must be shown as a “suggested donation.” If a customer is not able to pay the “suggested donation” and offers a lesser amount, you must accept the amount offered.

- Business owners (e.g., Pampered Chef, Mary Kay Cosmetics, Avon, etc.) initiating their own fundraiser in order to raise funds for a particular ministry or the church in general, must follow the same approval process noted below and must donate **100%** of the profit from the sales.
- Ministries inviting business owners to sell their product as part of a fundraising event may negotiate a percent of sales to be donated to the cause by the business owner.
- Fundraising activities, especially those involving minors, require adult supervision.

### **Approval Process**

- Ministry leaders submit their request to do a particular fundraiser in writing to the Finance Team. The request must include the purpose, who or what ministry is to receive the benefit, date and duration, description of the fundraiser activity, and the projected gross income.
- Ministry Leaders must have contacted and have agreement for the fundraiser from the Team Coach. The Team Coach will be required to contact the other coaches to insure no conflict in calendar, location or activity with other ministries of the church.
- Requests must be submitted to the Finance Committee early enough for the team to discuss the proposed fundraiser at their next regularly scheduled meeting, and for Church Council to also approve the fundraiser if gross income is expected to exceed **\$2,500**.
- A member of the Finance Team will contact the ministry leader following the team's decision, if the ministry leader is the not present at the meeting.
- If gross income is expected to exceed **\$2,500**, the Finance Team will consider approval, and if approved, the Finance Team will bring the request to Church Council for final approval.
- Approval of the fundraising activity is only for the specific activity(s), date(s) and location(s) and use of funds in the written request. No changes of any of the specifics of the fundraiser submitted to Finance Committee may happen without a new approval from Finance.

# FUNDRAISER APPROVAL REQUEST FORM

## Aloma United Methodist Church

Ministry Area \_\_\_\_\_ Date of Request \_\_\_\_\_

Request submitted by: \_\_\_\_\_

Contact info: Phone \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Fundraiser (including who will benefit):  
\_\_\_\_\_  
\_\_\_\_\_

Location desired: \_\_\_\_\_

Date and Duration: \_\_\_\_\_

Overview of Implementation (to assess liability, security, supervision, conformity with policies, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected gross income: \_\_\_ under \$2,500 (only Finance approval needed)  
\_\_\_ over \$2,500 (Finance & Church Council approval needed)

.....  
**Team Coach or Staff Ministry Leader (as appropriate)**

Approval: \_\_\_ Yes \_\_\_ No

Signature of Team Coach/Staff Ministry Leader: \_\_\_\_\_

**Finance Team**

Approval: \_\_\_ Yes \_\_\_ No

Added contingencies or instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Considered at Finance meeting on \_\_\_\_\_

Signature of Finance Chair: \_\_\_\_\_

**Church Council** (if projected gross income over \$2,500)

Approval: \_\_\_ Yes \_\_\_ No

Added contingencies or instructions:  
\_\_\_\_\_  
\_\_\_\_\_

Considered at Church Council meeting on \_\_\_\_\_

Signature of Church Council Chair: \_\_\_\_\_

## Aloma UMC 2010 Ministry Budget

|                                | Growing Team     | 2010 \$         | Connecting Team      | 2010\$          | Serving Team          | 2010\$         |
|--------------------------------|------------------|-----------------|----------------------|-----------------|-----------------------|----------------|
| <b>Focus Ministries</b>        |                  |                 |                      |                 |                       |                |
|                                | Alpha            | 4,000           | New Member           | \$1,500         | Special Events        | \$4,700        |
|                                | Journey Groups   | 1,000           |                      |                 | Faith in Action       | \$3,000        |
|                                |                  |                 |                      |                 |                       |                |
| <b>Foundational Ministries</b> | ECLC             | 0               | Altar Guild          | 2000            | Food Pantry           | 0              |
|                                | Family Ministry  | 12,000          | Connection Center    | 750             | Harvest Missions Team | 0              |
|                                | Library          | 500             | Dance                | 200             | Scouts                | 0              |
|                                | Midweek Conn     | 500             | Drama                | 100             | SURF Ministry         | 1000           |
|                                | Prayer Ministry  | 650             | Historian            | 0               | Visitor Follow up     | 250            |
|                                | Sermon Burners   | 200             | Hospitality Ministry | 3000            | Worship Design        | 0              |
|                                | Stephen Ministry | 750             | Kitchen Ministry     | 2000            |                       |                |
|                                | Sunday School    | 500             | Music Ministry       | 6000            |                       |                |
|                                | UMM              | 0               | Production           | 4000            |                       |                |
|                                | UMW              | 0               | Senior Council       | 0               |                       |                |
|                                | VBS              | 2000            | Shut In Ministry     | 200             |                       |                |
|                                |                  |                 | Ushers & Greeters    | 100             |                       |                |
|                                |                  |                 | Web Site             | 750             |                       |                |
|                                |                  |                 |                      |                 |                       |                |
| <b>Functional Ministries</b>   | Emmaus Ministry  | 0               | Quilters             | 0               | Blood Mobile          | 10             |
|                                |                  |                 | Photographer         | 0               | Bread Ministry        | 0              |
|                                |                  |                 |                      |                 | Coalition Home        | 0              |
|                                |                  |                 |                      |                 | Daily Bread           | 400            |
|                                |                  |                 |                      |                 | Jail Ministry         | 0              |
|                                |                  |                 |                      |                 | Operation C'mas Child | 100            |
|                                |                  |                 |                      |                 | Wedding Consultant    | 0              |
| <b>Ministry Team Totals</b>    |                  | <b>\$22,100</b> |                      | <b>\$20,600</b> |                       | <b>\$9,460</b> |
| <b>Other</b>                   | 50th An.         | 1,000           |                      |                 |                       |                |
|                                | L'ship Dev       | 500             |                      |                 |                       |                |
|                                | New MinDev.      | 500             |                      |                 |                       |                |
|                                | Miscellaneous    | 840             |                      |                 |                       |                |
|                                |                  |                 |                      |                 |                       |                |
| <b>Total All Min</b>           |                  |                 | <b>\$55,000</b>      |                 |                       |                |



a united methodist church

orm

Name of event/activity: \_\_\_\_\_

Ministry Team (circle):    **Growing Team**                      **Connecting Team**                      **Serving Team**

Date of event/activity: \_\_\_\_\_

Time of event/activity: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

**Communication medium:**

- Bulletin Notice** (Submit by **Monday** the week you want it to run)  
Start date: \_\_\_\_\_ How many weeks? \_\_\_\_\_
- Web site**  
Posting date: \_\_\_\_\_ Removal date: \_\_\_\_\_
- Bulletin Insert**  
Provide to Karen Christie by Monday, the week you want it in the bulletin. **(If you need help in designing and printing the insert, Karen will need the information 2 weeks in advance.)**
- Bulletin Boards / sign holders outside classrooms**  
Provide posters/flyers for posting in the bulletin boards at least one week prior to when you want them posted. Please remove signs/posters after your event. For locked bulletin boards, notify Karen that the signs/posters need to be removed.
- Email Blast** (We can only send out a limited number of emails per day/month)
- Newsletter** (Submit articles by the **15<sup>th</sup> of the month** for the next month's issue)
- Other** (Specify) \_\_\_\_\_

**Announcement:** (**NOTE:** Announcements may be edited to maximize effectiveness and bulletin space.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drop off completed form at Church Office or submit via email to [karenc@alomazone.org](mailto:karenc@alomazone.org)



# Event Scheduling/Facility Request Form

Please help us get your event scheduled properly! Please fill out form completely. **Please Print.**

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Set Up / Tear Down Time:** (How much time do you need before the event starts and after it ends to get setup and cleaned up!)

**Setup Hours:** \_\_\_\_\_ **Teardown Hours:** \_\_\_\_\_

**Requested Date/Dates:** \_\_\_\_\_

Please use a different form for each event for which ANY information is different. If ALL information is the same, you can list all the dates on one form.

**Requested Facility/ Facilities:**

- Fellowship Hall                       Kitchen                       Large Classroom No. \_\_\_\_\_
- Small Classroom No. \_\_\_\_\_       Courtyard                       East Lawn                       Sanctuary
- Other \_\_\_\_\_

(Please list all rooms that you need. If you know the room number that you would like to use, please specify in the space provided. If you are setting up outside or need the Church van, let us know that also.)

**Event Name:** \_\_\_\_\_

**Group Hosting the Event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Special Setup Requests: (use reverse side if necessary or to draw a diagram)**

1. Number of people attending: \_\_\_\_\_
  - Tables & Chairs     Chairs in rows                       Other (specify) \_\_\_\_\_
2. Equipment needed: (Based on availability)
  - TV/VCR/DVD                       Projection screen                       Microphones
  - Lectern                       Other (specify) \_\_\_\_\_
3. Do you need a nursery scheduled for this event? **(Church Events Only!)** These requests must be submitted two weeks prior to the event. If you have missed this deadline, please contact Shari Longardner directly at 321-439-9616.  
 \_\_\_\_\_YES, please! Or \_\_\_\_\_No Thanks!

If you would like your event advertised in the Sunday Bulletin or on the church website, please complete the **'Communication Request Form'** (see back) and submit it to Karen Christie at the church office or email to [karenc@alomazone.org](mailto:karenc@alomazone.org). This form is available online at [www.AlomaZone.org](http://www.AlomaZone.org).

# How to Communicate at Aloma

## How to Communicate using the Church Sign –

- **DEADLINE:** At least 1 month before event
- **CONTACT PERSON:** Bud Fowler – [budfwlr@earthlink.net](mailto:budfwlr@earthlink.net) or (407) 671-6159
- Keep information short and to the point.
- Don't use 'churchy' terms
- Communicate the facts – what, when, where, why!
- There are three lines on the sign... when it comes to words, less is more.
- Imagine how your words will look when someone drives by at 45 mph
- Please give Bud the information you want on the sign well in advance of your event!

## How to Communicate using the web –

- **DEADLINE:** One week before you want it posted on the web.
- **CONTACT PERSON:** Ken Dold - [KenD@Alomazone.org](mailto:KenD@Alomazone.org)
- Send your info via e-mail to Ken or leave a hard copy in the 'webmaster' box in the workroom.
- Include as many details as possible.
- In order to communicate effectively, is there a logo or graphic that could be placed next to your announcement?

## How to Communicate using the phone tree

- **DEADLINE:**
- **CONTACT PERSON:** Martha Virginia Spivey - [MVS@Alomazone.org](mailto:MVS@Alomazone.org) or (407) 671-2180
- Consider who you want to get your message.
- Consider what messages you like – and dislike – to hear on your answer machine.
- Write out the text for your message. Keep it under one minute; 30 seconds is ideal. Make sure you are very clear on the details of your announcement. Leave a contact name and number. Repeat the contact number in your text.
- Once you have your text, contact Martha Virginia Spivey and she will help you record and send your message.

## How to Communicate using our E Mail list.

- **DEADLINE:** 3 days notice before you want the E Mail to be sent
- **CONTACT PERSON:** Karen Christie - [KarenC@Alomazone.org](mailto:KarenC@Alomazone.org)
- Consider what you look for in a helpful E Mail.
- Type out your message – choosing your own font and color – and check that it communicates what you want to. (Some fonts and colors may not be compatible with our program, but we will do our best to find a comparable font. For the best results, format your text in Microsoft word or publisher – no PDF files please.)
- Please note that we are unable to use graphics on bulk emails. Submit text only, please.
- Send the E Mail to Karen Christie with a date of when you would like it to be sent.
- Please note that E Mails cannot be sent during the weekend and in order to not fill our members E Mail boxes, it may be combined with another E-announcement.

## How to Communicate in the Bulletin

- **DEADLINE: Monday at noon** - See back of bright yellow paper in Section 3.
- **CONTACT PERSON:** Karen Christie - [KarenC@Alomazone.org](mailto:KarenC@Alomazone.org) or (407) 671-2180
- Please do not format your announcement. With very few exceptions, we use a standard font and format for all bulletin announcements. OK to submit graphics for bulletin announcements.
- Keep bulletin announcements brief.
- We reserve the right to edit bulletin submissions as necessary for the purpose of space or clarity.

### **How to Communicate in the Newsletter – *The Messenger***

- **DEADLINE: 15<sup>th</sup> of the month prior to the month you want the information included.**
- **CONTACT PERSON:** Karen Christie - [KarenC@Alomazone.org](mailto:KarenC@Alomazone.org) or (407) 671-2180
- Send to [KarenC@AlomaZone.org](mailto:KarenC@AlomaZone.org), [communications@AlomaZone.org](mailto:communications@AlomaZone.org), or drop off at the church office.
- E-mail submissions should indicate “Newsletter Submission” in the subject line.
- Include your name, phone number and email address (if any) along with the ministry area, if applicable (Witnessing, Discipling, Empowering, Sending).
- Please do not format your article. With very few exceptions, we use a standard font and format for the newsletter. Please submit in Word or Publisher and limit it to 125-175 words, if possible. Graphics may be included.
- Articles can include information about a ministry, upcoming event, community events, thank-you’s, etc.
- We reserve the right to edit newsletter submissions as necessary for the purpose of space or clarity.

### **How to Communicate using the Information Racks in the Narthex**

- **DEADLINE: NONE**
- **CONTACT PERSON:** Bud Fowler – [budfwlr@earthlink.net](mailto:budfwlr@earthlink.net) or (407) 671-6159
- Brochures can either be tri-folded or a simple front and back, 3x8 card.
- Each brochure should contain “who, what, when and where”.
- Brochures can be either for a specific event or provide a general overview of your ministry.
- Pictures of your ministry/event in action add a lot to the visual design.
- If you need help putting together a brochure for your ministry, please call Andy Searles (407-671-2180) and he will help put something together with you.
- Bud Fowler will continue to keep your brochure in the rack if you will provide a supply to him, and he will contact you when they are running out.

### **How to Communicate using the glass-covered Bulletin Boards**

- **DEADLINE: None**
- **CONTACT PERSON:** Karen Christie - [KarenC@Alomazone.org](mailto:KarenC@Alomazone.org) or (407) 671-2180
- Get key from Church Office (Karen Christie)
- You are responsible for placing your information on the Bulletin Boards in advance of your event.
- You are also responsible for removing your information within 3 days of your event.
- **TIME LIMIT:** 30 days before event

### **How to Communicate using the Breezeway Memo Boards**

- **DEADLINE: One week before you want to use them**
- **CONTACT PERSON:** Karen Christie - [KarenC@Alomazone.org](mailto:KarenC@Alomazone.org) or (407) 671-2180
- After coordinating with Karen, you are responsible for placing your information in the plastic memo boards and removing it promptly.
- Information should be current.
- Please do not use **every** memo board at the same time and do not remove other current information.

## Guidelines for Sunday Announcements

- ✦ Announcements from the platform should apply to the **majority of the congregation** - not just a certain interest group.
- ✦ Announcements can be given up to three weeks before an event. We're not going to start announcing a Christmas event in August! :-)
- ✦ As best as possible, the way that announcements are 'framed' will be consistent with the **theme** of the worship service. "An opportunity to *grow in your faith* is by attending..."
- ✦ Announcements should offer people a '**practical application**' and 'follow up' step from what they have just heard in the message.
- ✦ Announcements must maintain the **integrity of the worship service**. Any visuals/visual aids must be excellently put together and fitting for a worship service.
- ✦ Information shared during the announcements must be **consistent** with the information found in other communication mediums - bulletin, newsletter, web, etc.
- ✦ Announcements **must be submitted** to [AndyS@Alomazone.org](mailto:AndyS@Alomazone.org) AND [KarenC@Alomazone.org](mailto:KarenC@Alomazone.org) by 5 pm on the **Tuesday** before the Sunday you want the announcement made! Don't run up to Andy on Sunday asking him to announcement something! :-)
- ✦ If you'd like your announcement made into a **PowerPoint** slide, it must be E Mailed to Ruthanne Jaeger at [raandmj@yahoo.com](mailto:raandmj@yahoo.com) before 5pm on **Tuesday**.
- ✦ If you would like to **make a video** of your announcement, these can be played between services. Videos should be no longer than 3 minutes and submitted to the Worship Planning Team (c/o Mark Jaeger — [MarkJ@Alomazone.org](mailto:MarkJ@Alomazone.org)) before our 11:30 am meeting on the Monday before the Sunday you wish for your video to be shown.

## **POLICIES & PROCEDURES MASTER LIST**

(Alphabetical order)

Available to read from the Church Office.

1. Accountability Covenant (adopted July 2005)
2. Alcohol & Drug Use (adopted June 21, 2004)
3. Allocation of Surplus Operating Funds (adopted March 17, 2008)
4. Child/Youth Protection Policy (conference mandated; adopted Sept. 20, 2004; annually affirmed)
5. Children's Ministry Policies (adopted March 2004)
6. Designated Fund Policy & Procedures (adopted May 19, 2008)
7. Designated Fund Transfer in Operating Budget (adopted by Finance in Feb. 2008; affirmed by Church Council March 2008)
8. Employee Conduct Policy (conference mandated, July 1, 2006)
9. Facility Use Policy (conference mandated; adopted June 20, 2005)
10. Fiscal Responsibility & Management (conference mandated; annually affirmed)
11. Good Samaritan Fund—Distribution of Funds Policy (adopted March 17, 2008)
12. Hiring Process (process initiated Jan. 31, 2007)
13. Homosexuality Statement (adopted June 21, 2004)
14. Initiating New Ministries or Events (instituted by staff Oct. 17, 2006)
15. Key Policy (originally Oct. 27, 1988)
16. Philosophy of a Church Operating Budget (affirmed July 17, 2006)
17. Qualifications for Leadership (adopted date unk)
18. Sunday Sales Policy (adopted April 21, 2008)
19. Sexual & Gender Harassment & Misconduct (conference mandated; annually affirmed)