

Church Master Calendar

All St. Andrew activities **must** be entered on the master calendar. It is the responsibility of each group in the church to notify the Scheduler (Barbara Witcher) who maintains the calendar. There are 3 ways to do this:

1. **Online** – St. Andrew UMC website
 - a. Go to www.st-andrew-umc.com
 - b. Go to Calendar; CLICK on Room Schedule Request
 - c. Wait for the form to load
 - d. Complete, click on “Submit by Email”
 - e. Choose your email preference and click “ok”.
 - f. Send email.

2. **Email** Barb Witcher (bwitcher@st-andrew-umc.com) with the following information:
 - a. Day(s) & date(s)
- Duration; weekly, monthly (i.e.; 2nd Thursday), once
 - b. Event Name
 - i. What are you calling the meeting or event? Be brief
 - c. Contact person, phone #, email address
 - d. Ministry Area
 - i. Example: Children’s, Social Justice, UMW
 - e. Start & end time of the event
 - i. Actual time the event starts & ends
 - f. Number of people expected
 - g. Setup time
 - i. Do you need extra time to prepare the room? This is generally no more than 30 minutes unless needed.
 - h. Preferred Room/Location (room # or offsite)
 - i. Special setup requirements (see Request Form)
 - i. Draw a diagram, if necessary
 - j. Resources required
 - i. TV/DVD/VCR
 - ii. Data Projector
 - iii. Screen

3. **Paper Form** located in the work/copier room in the wall pocket by the door.
 - a. Complete, place in the marked wall pocket in the work/copier room
 - b. **Less than 2 days**, give the form directly to Barb Witcher in the front office.

4. Confirmation will be emailed to you when your event has been placed on the calendar.

5. Attendees to your event/meeting must make their own childcare reservations 2 weeks prior to the event by contacting Susan sbrown@st-andrew-umc.com or 303-794-2683 X 151

Reserving The Bus

The Bus Log book is located in the Work/Copier room. Please check the log for availability before scheduling your outing. Each bus has a page. Please check that you are signing up for the correct bus. Busses are reserved on a first come basis. You must enter your departure and return time and have an authorized driver. Authorized drivers are listed in the bus log book. It is your responsibility to find your driver.

Leaving Items for Pickup

If you need to leave an item in the front office for pickup please tag it:

- with the name of the person to pickup the item
- your name and phone number
- date left

Please be considerate of the office work space. Leave at the reception desk on small corner table behind door. The front office is a very busy place and space is limited! If items are not picked up in a timely fashion they will be added to lost and found.

Collections from the Congregation

If your team is collecting items for a project, please let the front office know what those items are and what ministry area is sponsoring the collection. Please arrange for a place for these items to be stored other than the front office!

Use of Copy Machines

As you can imagine, hundreds of copies are made on our office machines. To track the usage we have installed operating codes on the machines. You must know your ministry area code to use the machines. That code is easily obtained through the front office (receptionist and Sunday morning receptionist) or from the staff member who is your team liaison. If you will be requesting your team to make copies for you, please give them your team code.

COMMUNICATION TOOLS:

Mailings

If you are doing a large mailing from your team and will require the assistance of the front office for labels, copies, etc. please let the office know in plenty of time to get it on the work schedule. The day before is not ample time. Many times paper or other supplies will need to be ordered. Please be prepared to supply your own team for assembly. Thursday is bulletin copy day – please avoid that day for your copying.

Bulletins, Announcements and Messenger

Deadlines are:

Bulletins and Announcements Wed @ 8 a.m.

Messenger articles 2nd Tues. of the month @ 8 a.m.

Please keep bulletin announcements short and precise – this is not the place for a lengthy article. Now that we have moved to the new bulletin format and the **Get Connected** piece, inserts are no longer included in the bulletin. Announcements covering a 6 week time period will be published in the **Get Connected** the week before the first Sunday of the month. Send info to sbell@st-andrew-umc.com

Website

Any info to be posted on the website should be sent to kewis@st-andrew-umc.com in advance of your event