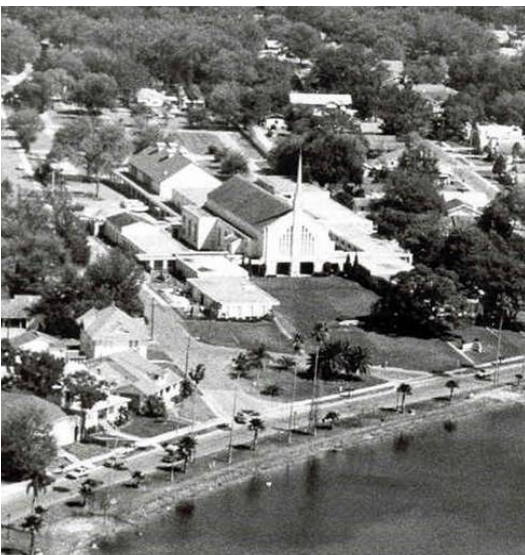


## One final note ...

The **ADMINISTRATIVE TEAM** is a group of dedicated men and women who faithfully serve the congregation of First United Methodist Church. It is our desire to help further the Kingdom through the ministry of First United Methodist Church. We are here to help, please contact any of us if we may be of service to you.

Forms referred to in this publication are available on the website: [www.firstumc.org](http://www.firstumc.org). They are located on the front page, left hand side ... click the button that's entitled, "FORMS/POLICIES" You can find other forms, policies, procedures, such as our Child and Youth Protection Policy, financial and substance abuse policies, etc., and even a campus map! Feel free to download and use when you need them!

Administrative committees have set up web pages for ease of monthly reports, minutes, agendas, to review prior to meetings. This information is shared with committee members at the first committee meeting of the year.



### THE ADMINISTRATIVE TEAM

#### Administrative Office Staff

**HARRIET** Mayes, Church Administrator  
(hmayes@firstumc.org)

**LYNN** Sangster, Pastors' Assistant  
(lsangster@firstumc.org)

**MAGGIE** Trask, Administrative Assistant  
(mtrask@firstumc.org)

**LEA ELLEN** Dewitt, Church Receptionist  
(ldewitt@firstumc.org)

**MARTHA** Van Arsdall, Christian Education Admin. Asst.  
(mvanarsdall@firstumc.org)

**SANDY** Matzke, Student & Neighborhood Ministries  
Admin. Asst.  
(smatzke@firstumc.org)

**ELEANOR** Powner, Financial Services  
(epowner@firstumc.org)

**VESTA** Foster, Financial Services  
(vfoster@firstumc.org)

**SYLVIA** Zahner, Music Administrative Asst.  
(szahner@firstumc.org)

#### Kitchen Staff

**MIKE** Stasiak, Director of Food Services  
(mstasiak@firstumc.org)

**MARY ANN** Schwitters, **NANCY** McEntire,  
**GEORGE** Ward, **COREY** Reed

#### Service Staff

**DARRYL** O'Gorman, Property Manager  
(dogorman@firstumc.org)

**SCOTT** Brooks, Asst. Property Manager

**DENNIS** Mohler, **EVERETT** Wells, **DONNA** Wells,  
**CAROL** Chastain, **BRIAN** Connor

### FIRST UNITED METHODIST CHURCH

72 Lake Morton Drive  
Lakeland, FL 33801  
863/686-3163

## First United Methodist Church



## Administrative Resources for Church Leadership



JANUARY 10, 2009

## GENERAL ADMINISTRATIVE INFORMATION

### ACCOUNT BALANCE & BUDGET INQUIRES

As you plan your event or work on your area's budget, you may need account balances. **Harriet, Vesta, Eleanor** can help in every facet of budgeting and financial reporting.

### ACCOUNTS PAYABLES & CHECK REQUESTS

If you received authorization to purchase an item, and are in need of reimbursement, complete a check request. Your staff liaison signs the request, and submits the request to **Eleanor** for payment. Checks are written on the 10th and 25th of every month.

### ADVERTISING

External advertising, such as *The Ledger* and *Joy FM*, is available at low to NO cost for church activities. Check with **Harriet** for details on how you can advertise.

Sunday morning & Phoenix PowerPoint is as easy as 1-2-3! Call or email **Maggie** with the information by Wednesday of each week, it will be placed in the announcements, and be shown on Sunday and/or Wednesdays.

The church website is a great, no cost way of advertising. **Harriet** can help you get information on the website.

### BULK MAILINGS

Mailings larger than 200 pieces may be sent at a reduced bulk mail postal rate. If bulk mailing is desired, the church bulk rate information must be included. Coordinate any mailings with **Lea Ellen**.

### BULLETINS

Notices for the weekly worship bulletin should be kept to 25 words, but should include who/what/when and where. Articles are due to **Maggie** the Monday before the Sunday you wish to advertise.

### FIRST NEWS

Articles should be held to 100—125 words. Contact **Maggie** should you need a lengthier article in any issue. Articles are due on Tuesday (10:00am), 8 days prior to most people receiving it in the mail or on line via the website.

### FOOD SERVICE

If your event requires food service, contact **Mike** about 3 weeks prior to the event to discuss your exact food needs. A minimum of 90% of reservations will be billed, but the kitchen staff will prepare for 110% of the number of reservations. Billing is done by the 15th of the following month. Mike will then coordinate service staff support with **Darryl**.

### FUNDRAISERS

All ministry related fundraisers must be authorized by the Finance Committee. Contact **Harriet** for help with walking through this easy process.

### GENERAL EVENT RESERVATIONS

If you need to keep track of who or how many are going to attend your planned activity, a reservation list can be set up in the church office. Reservations can be made by calling the church office, signing up on the Sunday worship attendance pad, or emailing **Lea Ellen**.

### PASTORAL/CAREGIVING SCHEDULING

All pastoral and/or care giving scheduling is coordinated by **Lynn**. She will make the arrangements that are the best for you to meet with a pastor or receive a visit from one of the Ministers of Visitation.

### SCHEDULING AN EVENT

Check the master calendar! You can get a basic idea of availability of rooms, by checking the church website, but it is important to call **Maggie** to make a reservation for the use of the room you'd like to use. We must take into consideration not only the availability of room, but other activities going on at the church. **Maggie** will help you secure

the "next best" room if your first choice is not available. This should be done as soon as possible, in order for **Darryl** to coordinate the room needs with his staff, and before any advertising is done.

### SET UP SHEETS

This important information is due 10 days prior to your event, though it is understood that there may be minor changes up until the time of the event. It is helpful if you can contact **Maggie** directly to go over your needs to insure the church staff has everything just the way you want it.

### SUPPLY PROCUREMENT

If your event is in need of various office supplies, you may place your order through **Lea Ellen**. Your budget line item will be charged the expense.

### TRANSMITTALS

If you are involved in any fundraising event, collecting registrations or fees, it is important that you submit the funds into the finance office (**Vesta/Eleanor/Harriet**) immediately and have a Departmental Transmittal form attached as your proof of deposit.

### TRIP INFORMATION

When planning a trip either using or not using church vehicles, there are various forms that must be completed. Please contact **Harriet** and she will help you with these details. There are special time restraints and additional paperwork for trips more than 500 miles roundtrip.

### VEHICLE RESERVATIONS

Church vehicles currently include a 3 small buses and a 7 passenger SUV. **Lea Ellen** can help you complete a New Driver Form and will submit it to the conference insurance carrier for approval. **Darryl** will help you get checked out on the vehicles you need to drive.