

Ministry FAQ's

**'How-to' Tips for Ascension Church Leaders
2018-2019**



“As each has received a gift, employ it for one another as good stewards of God’s varied grace.” – 1 Peter 4:10

How do we get the word out about an upcoming event?

In this technological age, we have a lot of resources for announcing your event: the newsletter, the projection screen, the Website, pastor's weekly email, service announcements, and social media.

For the newsletter: See "How do I get something in the newsletter?"

For the projection screen: Prepare what you would like on the screen and submit it to Paul Gravrock and Lan Merrill (pastorpaul@alcto.org and lmerrill@alcto.org) as an e-mail attachment. Information must be received by the Wednesday preceding the Sunday you wish it presented.

For the Web site: Send your information to Stacy Smith, our Director of Communications, at ssmith@alcto.org. You may also ask about being on our Facebook page, Twitter and other social media platforms.

Pastor's weekly email: Pastors often include some key announcements in the weekly email sent to the congregation each Thursday or Friday. Please have your announcement prepared for email blast by Tuesday, at 2:00 pm and send it to the coordinating pastor and Stacy Smith.

Service Announcements: If you would like the pastor to make an announcement during church services about an event, please make that request (via e-mail to the pastor) early *the week preceding the Sunday you'd like the announcement made*. Since the pastors are in the sacristy preparing for worship just prior to each service, please do not seek them out then with a last-minute announcement. Out of respect for our worship time, we keep announcements very short and limit their number.

For a temple talk: You will need the approval of the pastors for this talk. The temple talk should take no more than two minutes. Please seek their input as early as possible (worship is planned quarterly, so three months ahead of time is not too early!).

How do we get a targeted or church-wide e-mail sent out for our event?

Your contact person in the church office is Diane Kusnierek. You may send her your information at dkusnierek@alcto.org. Keep these suggestions in mind:

- Allow a week's lead time and specify to whom you would like it sent. Does it go, say, strictly to women 18 and up? To young marrieds? To the entire congregation?
- Keep it basic. You want people to read your e-mail, so don't overwhelm them with verbiage. Include a description of the event itself, when it will be, where it will be, who is invited and cost, if any. You can also add a contact name and e-mail/phone number for reservations/more information.

Need more information? Contact Diane at the church office with any questions.

How do we get something in the newsletter? Our newsletter is a great vehicle for notifying the congregation of events your ministry is sponsoring. Submit your notice in writing. In addition to the article, include:

- your name;
- daytime phone number/e-mail address;
- the committee you represent;
- the date of the newsletter you want it in.
- If you'd like to add a photo or art work to your announcement, include that, as well.

Your article can also appear on our church Web site and on social media. Simply note that you would like it to appear there.

Your information should reach the church office by 2:00 pm on Tuesday prior to the publication date. The best way is to e-mail the article to Stacy Smith at ssmith@alcto.org.

Because of demand and space limitations, we can only run the same item two or three times consecutively. We reserve the right to edit the article for space!

Do I have to write anything for the annual report?

Each year, committee chairs are asked to prepare a summary of their committee's activities over the year for the Annual Report that is distributed at the congregational meeting in September. This is a wonderful way to share the gifts of your ministry with the congregation. Prior to September, you will receive information about the deadline and where to send your report. Mara Hassenbein in the church office is a great contact if you have questions: mhassenbein@alcto.org

Unsure about how to put it together? Please look at the Annual Report Submission Template on our website under "Member Doc's." The office can provide you with a copy of your committee's previous report to use as a reference.

How does the budgeting process work for my committee?

Each spring, committee chairs will be asked to prepare a budget for their committee for the next year (the church operates on a July 1-June 30 fiscal year). The Finance Committee will provide forms and past budget amounts to use as a guide. They can also help formulate your budget and answer any questions.

Completed budgets are compiled by the Finance Committee and presented to the Church Council, which recommends the church's annual budget to the congregation for adoption at the congregational meeting held in June.

What if my committee wants to build something on campus?

If your committee envisions a project that affects church or school property in some physical way, you will need to contact Kaylee Searway, Director of Administrative Ministries, and the Property Management Committee. You may also need to present your proposal to the Church Council. Examples of projects needing approval are: installing racks in the sacristy hallway for choir use or building shelving in a storage room.

How can I get reimbursed for money I've spent for a project?

If you need reimbursement for expenses for a church project, pick up a reimbursement form in a wall pocket in the hallway by the church office. Fill out your form and return it – with the proper authorizing signature and invoice/receipts or other documented support attached – to the wall pocket marked “Please Return Completed Forms Here.”

Note that for reimbursement, you will need to attach all the receipts. (Make copies of the reimbursement request form and the receipts for your own and/or committee records.)

What is the Church Council?

The Church Council is basically the governing board of Ascension. Its nine members, who are elected by the congregation, meet monthly (the third Wednesday). The Council begins its meetings with a brief open forum for Ascension members. If you would like to address the Council on an issue, please let the Council president know several days ahead of the meeting.

Note: If you are embarking on a new project that will involve an expense, you should seek Council approval first.

Does the church have a conference call line my committee can use?

Yes. As the host you will dial the phone number, enter an access code, and then enter a PIN. Your participants will call the dial-in number and then the access code. Please contact the church office to schedule your team's conference call so that multiple teams are not scheduling at the same time.

Phone Number: 605-313-5406

Access Code: 420993#

Host Pin 3007#

What if our committee wants to hold a fund-raiser?

If your ministry is planning a fund-raiser, please be aware that the Church Council needs to approve it. Please obtain the Fund Raising Request Form from the Member Doc's section of our website and submit it to Kaylee Searway at ksearway@alcto.org by the 7th of the month preceding your event. That will allow time for it to be reviewed in the church office and then included in the council packet. Council typically meets the third Wednesday of each month, so you can expect a response from the church office by Thursday or Friday of the that week.

If it is a fund-raiser your committee does annually—the Youth Group's annual rummage sale, for example—it does not need to be re-approved as long as it stays the same year to year. Changes render it a different fund-raiser.

Note: Don't forget to check with Diane Kusnierek in the church office before setting the date for your event. She does the scheduling and can tell you whether or not the date and the room you'd like are

available. (See “Reserving a Room/Getting on the Church Calendar” below). She can also help if you need sound or Power Point setups.

How do I reserve a room at church or a table on the patio?

Before establishing a date for an event at the church, check with the church office to make sure there are no conflicts either for time or space. The best way is to e-mail your request to Diane Kusnierek at dkusnierek@alcto.org . Include the following details:

1. Date of the event/patio on the table
2. Beginning and ending time of the event (make sure you include time to set up and take down, if needed)
3. The name of the room you wish to use
4. Whether a set-up will be needed
5. A brief description of your set-up needs, such as tables and chairs, projection screen or TV, DVD player, or laptop
6. The name of the event
7. Primary contact for the event, with phone number or e-mail address.

For events requiring a set-up of tables and chairs, etc., we can often schedule staff to take care of this for you. The set-up requirements should be finalized two weeks in advance of the event so that campus-wide events can be evaluated to be sure that all the tables and chairs you need are available, and that staff is available to set up your room. If you do not require a specific setup, please remember that after use, room setups are to be returned to the formation in which you found them.

Please note that if it is an event that will affect worship – a commissioning of some sort, for example – you will also need to check with the pastors and Director of Worship several weeks ahead of time.

Do we have to take minutes at our committee meetings?

It is expected that committee chairs will arrange for minutes to be taken at their meetings and submitted to the church office for inclusion in the monthly Church Council packet. Minutes should be in the church office by the Wednesday of the second week of the month. Contact Mara Hassenbein at the church office for more information.