

# COMMITTEE/CHURCH OFFICE PROCEDURES

## 1. **Print Publications Deadlines:**

- **Worship Bulletin:** Information submitted for the bulletin must be received by the office no later than noon on the preceding **Tuesday**. Written submission may be dropped by the office or emailed to [office@bumc.com](mailto:office@bumc.com). Information submitted after the designated deadline cannot be guaranteed inclusion in the Sunday bulletin. Submissions will be edited for clarity and space available.
- **Weekly emails:** BUMC News & Notes emails will be sent on Thursdays. Please have all information into the church office on **Tuesday by noon**.
- **Plan ahead!** Plan on sending information about your programs 3-4 weeks ahead so we can help advertise your ministry in a variety of ways.

## 2. **Committee and Group Meetings**

### **Building Use**

- **Committee chairs and group leaders (scouts, etc...)** are responsible for notifying members of meeting dates and times. Group leaders should complete a **Building Use Form** (found on the church website) for **any and all meetings** held at the church.
- **Notify the church office** in the event of a change or cancellation of meetings. You will be notified by the Office Administrator, after consultation with staff liaison, when approved.

## 3. **Committee Information**

- The office needs names, addresses, phone #'s and email addresses of all committee members. Please let the office know of any changes in contact information.
- **As a requirement of being incorporated, BUMC must receive a copy of all meeting minutes.** Minutes should be emailed to the church office **each month**. It is recommended that each committee select a **secretary** to be responsible for this task and notify the office with this information. It is also recommended that each committee or group select a communications point person.

## 4. **Special Events:**

- Check with the church office prior to planning a special event. The administrator will check availability of dates and space on the Church Calendar. A **Building Use Form** must be completed and submitted to the Church Office. Notify the office administrator of the type of **publicity** the event requires (bulletin, newsletter, email updates), dates for publication, and details of the event. If there is an article required for the newsletter, have it in final draft form prior to submission. Publicity forms are located on the church website.
- **If the event includes fund-raising, a separate form** (located on the church website) **must be completed and approved by the Finance Committee at the next scheduled meeting.** No fund-raising activity will be advertised prior to approval by the Finance Committee.

## 4. **Purchase Orders:**

- **A Purchase Order (PO) must be created before each purchase and before the church Treasurer can pay a bill.**

Please contact the church office for the PO number prior to each purchase. The PO number will be issued to apply to the purchase. An original store receipt needs to be submitted to the office with the PO number written on it. The PO and receipt will be submitted to the Treasurer for payment.

- If an item is purchased for the church using personal funds, bring the original receipt to the church office with the PO number written on it. The administrator will submit it to the Treasurer. You will then be reimbursed by check via your church mailbox. **You must present a receipt for reimbursement.**
- If you purchase items for a special group (Sunday School curriculum, Bible study materials, Children or Adult Ed., etc...), please bring the payments to Joan Walker so that the proper PO number can be applied and the correct budget line item can be charged.

**If you have any questions about any of these procedures, please contact the church office at 646-4146 or [office@bumc.com](mailto:office@bumc.com).**