



CHRIST

UNITED METHODIST CHURCH

ORIENTATION TRAINING FOR 2012 LEADERSHIP

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LEADERSHIP

BASIC METHODISM

Methodists have open hearts and minds, and welcome anyone interested in learning more about the Christian faith.

United Methodists are the second largest Protestant denomination and share a common heritage with other Christians, including:

- Conviction that God has mercy and love for all people
- Belief in a triune God: Father, Son, and Holy Spirit
- Faith in the mystery of salvation through Jesus Christ
- Trust in the Bible as the authoritative guide for our faith and how we are to live
- Celebration of the sacraments of baptism and Holy Communion

We Believe:

Grace is God's loving action in human existence through the Holy Spirit. It is undeserved and unmerited. Grace is a gift from God; it works even before we believe.

God endows each person with dignity and moral responsibility. The full splendor of true humanity is seen in Jesus Christ.

Change in the human heart can and does occur through grace and the guidance of the Holy Spirit.

Faith and good works belong together. While we are saved by grace through faith, we also affirm that faith without works is dead.

The sacrament of baptism ushers us into the Christian church universal, the family of Christ. Through baptism, we accept God's gift of grace through Jesus Christ and yield our lives to the leading of the Holy Spirit. Water is the special symbol of baptism. One can be baptized at any age; sprinkling is most commonly used, but pouring and immersion are also permissible. One baptism is all that is ever needed; we do not rebaptize.

The sacrament of Holy Communion (the Lord's Supper) is a holy meal of bread and juice that symbolizes the body and blood of Christ. By sharing this meal, we give thanks for Jesus Christ's sacrifice for our sins. Holy Communion recalls the life, death and resurrection of Jesus and celebrates the unity of all the members of God's family. Christ our Lord invites to his table all who love him, who earnestly repent of their sin and seek to live in peace with one another. One does not need to be a United Methodist or a member of Christ Church to receive communion with us.



The people of The United Methodist Church

Christ Church Vision Frame

MEASURES

The characteristics in the life of the individual that reflect the accomplishment of the mission - What does fulfillment in Christ look like?

Knows God

- professes faith (forgiveness, salvation, love)
- practices disciplines (worship, scripture, prayer, giving, obedience)

Creates Community

- (relationships, support, accountability, celebration, invite)

Impacts the World

- (witness, serve, bring)

VALUES

The shared convictions that guide our decisions and reveal our strengths - WHY we do what we do:

One Body

We know we are accepted by Christ just as we are

Connected Community

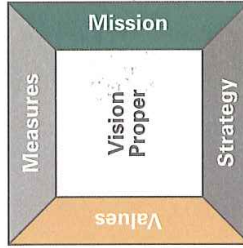
We nurture authentic relationships in Christ at church, home and community

Making Disciples

We grow in Christ through faithful commitment to prayer, worship and study

Compassionate Caring

We are the hands and feet of Christ in the world



MISSION

The clear, concise statement of WHAT we are ultimately supposed to be doing:

people helping people find fullness in Christ

STRATEGY

The picture that shows HOW we accomplish the mission on the broadest level.

Worship

- provide opportunities for weekly participation in worship service

Connect

- intentionally move people into a deeper involvement in the church

Grow

- create environments for spiritual growth

Serve

- offer opportunities to serve others inside and outside the church

KINGDOM CONCEPT

Christ Church exists to glorify God and make disciples *by sharing God's love in a way that allows God's grace to overwhelm the empty places in human hearts and lives.*

VISION PROPER:

A God-inspired dream that every person in worship be connected to a Sunday School class, a Home Group or a Bible study.

APPOINTED COMMITTEES

There are a variety of appointed committees at Christ Church which oversee various aspects of our life together and many of those committee members serve a three-year term. More information and complete listings can be found on our church website at www.cumcsl.org.

Executive Council

The main purpose of the Executive Council is to establish the agenda of the regular Leadership Council meetings; it meets to establish the agenda no earlier than one month and no later than two weeks prior to the next regularly scheduled Leadership Council meeting. The Executive Council may also serve as a decision making board in the event of urgent or emergency situations.

Positions and Members of the 2012 Executive Council Include:

Leadership Council Chair	Robert McBurnett	Trustee Chair	Robert Coffman
Leadership Council Vice Chair.....	Bret Dyer	SPRC Chair	John Pound
Past Leadership Council Chair	Cathy Buhrke	Endowment Committee Chair.....	Mark Huffer
Finance Chair.....	Darrell Thomas	Christ Church School Board Chair	Adie Delahoussaye
Executive Staff Members	Mike Mayhugh, Linda Summers	Pierce, Jason Nelson, Stacey Fleck & Karen LaMotta	

Board of Trustees

The Board of Trustees is responsible for the oversight and maintenance of all church property to support safe and effective ministry at Christ Church. This board works closely with the Business Manager and Facilities Coordinator to set policies and manage needs pertaining to the facilities.

Finance Committee

The Finance Committee, in partnership with church staff, creates and oversees the annual budget at Christ Church. Proposed budgets are submitted to the Leadership Council for final approval. This committee meets monthly and works closely with our Business Manager and Senior Pastor to help ensure wise stewardship of our financial gifts.

Staff Parish Relations Committee

The staff Parish Relations Committee serves as a Human Relations Department for the church. They work closely with the Business Manager and Senior Pastor to determine staff needs and policies in support of the ministries of the church, as well as providing support to staff members in their work for the church.

Endowment Fund Committee

The Endowment Fund provides members and friends of Christ Church an opportunity to make charitable gifts to Christ Church that will become a permanent endowment of financial support and a living memorial. This committee oversees the distribution of available funds as needed. The earnings of this fund are to be exclusively for: special mission projects, locally or beyond; unusual expenses for the maintenance, repair, alteration, improvement and replacement of the real and personal property owned by the church.

LEADERSHIP COUNCIL

The Leadership Council serves as the highest decision making body in the church and is designed to include all church leaders. It provides general oversight of church administration, operations and ministry programs at Christ Church and it is a platform for routine informational exchanges across ministries. Each ministry area is encouraged to have at least one person from that ministry attend council meetings. Leadership Council meetings are open to the entire congregation.

This council will receive and, as needed, act on reports offered by the Finance, Trustees and SPRC Committees and ministry areas. This includes annual budgets and other items as dictated by the Book of Discipline.

Leadership Council Membership Includes:

Leadership Council Chair, Vice Chair, Past Chair
Recording Secretary
Treasurer
Executive Council Members
Lay leader and one other person from each ministry area
Pastors and Church Staff

Vice Chair

The initial position in the Leadership Council leadership structure is the Vice Chair and the volunteer serves 1 year as Vice Chair. The Vice Chair offers a devotion to open each of the Executive Council and Leadership Council meetings.

Chair

Following the first year of service, the Vice Chair assumes the position of Leadership Council Chair and serves in this position for one year. During this period, the Chair provides primary leadership over the Leadership Council, including facilitating meetings. The Chair also works closely with the Pastors and leaders of the following committees and positions: Finance/Treasurer, Trustees, SPRC, and Business Manager. After this year as Council Chair, the volunteer will continue to serve a third year on the Leadership Council as the Past Chair.

Meetings

The Leadership Council is scheduled to meet four times annually, in January, April, August and November. Other meetings may be scheduled as needed. The January meeting is typically an extended Saturday meeting, including leader orientation and training. The November meeting is typically the Annual Charge Conference. April and August meetings are typically held the 4th Thursday at 7 pm.

Meeting Notification

The Recording Secretary sends out an electronic meeting notice and proposed agenda two weeks prior to the Leadership Council meeting dates to all Council members. A final agenda and second reminder are emailed several days prior to the meeting. Notices are also printed in normal communications publications within the church. Any ministry leader that is unable to attend is asked to send a representative in their place.

Meeting Minutes

The recording Secretary completes the word processing and distribution of the meeting minutes by the end of the second week following the Council meeting. Distribution is as follows:

- Original minutes are maintained by the Recording Secretary as the official record.
- An electronic copy of the minutes is provided to the Webmaster for posting on the church website for public disclosure. Disclosure of financial information is provided through the Finance Committee
- Leadership Council members may request a copy of the meeting minutes from the Recording Secretary.

REPORT OF THE COMMITTEE ON NOMINATIONS: Nominations for 2012

Executive Council

Chair.....Robert McBurnett
 Vice Chair..... Bret Dyer
 Trustees..... Robert Coffman
 Finance Darrell Thomas
 SPRCJohn Pound

Past Chair Leadership Council..... Cathy Buhrke
 Treasurer Jim Rose
 CCS BoardAddie Delahoussaye
 Endowment Mark Huffer

Work Area Chairs on Leadership Council

Audio/VisualBrent Kirkendall
 Children..... Addie Delahoussaye
 Communications..... Jennie Sime
 Family Ministries.....Missy Thompson
 HomeGroups Jeanne Damon
the hub Adam Scott
 Older Adult MinistriesJoAnn Eck
 Outreach Linda Tucker

Missions.....Colleen Flint
 Music..... Ette Green
 Youth.....Mary Jo Jared
 Women's Ministries..... Amy Stonesifer
 Men's Ministries.....Jim Havas & Glen Smith
 Marriage Enrichment MinistriesAce Alexander
 Worship..... Terri Thompson
 Singles Kevin Winslow

Scouting Representative Rick Conley
 Lay Delegate to Annual Conference Sonny Tutt
 District Delegate to Annual Conference Bryan Tullos

Lay Delegate to Annual Conference..... Lahonda Sharp
 District Delegate to Annual Conference.....Nancy Burford
 Clergy Delegate to Annual Conference Bob Pierce

STAFF PARISH RELATIONS COMMITTEE

TRUSTEES

FINANCE

NOMINATIONS

ENDOWMENT FUND COMMITTEE

Class of 12

John Pound, Chair
 Bob Guffey
 Elaine Huffer
 Michael Kent

Class of 12

Robert Coffman, Chair
 Mike Maddox

Class of 12

Darrell Thomas, Chair
 John Mullendore
 Beelin Erickson
 Barbara Burnham

Class of 12

Robin Jordan
 Don Benson
 Nancy Burford
 Bob Culak

Mark Huffer, Chair
 Debbie Seime
 Eric Johnson
 Thelma Jones
 Jim Rose

Class of 13

Allison Thummel
 Meredith Pennington

Class of 13

Don Benson
 Wayne Gray
 Amy Abels

Class of 13

Sarah Barnes
 John MacDonald
 Dayne Delahoussaye
 Bob Culak

Class of 13

Mona Henderson
 Lisa Short
 Jacque Dyer

Class of 14

Ray Johnson
 Brian Baer
 Debbie Barger

Class of 14

John Larson, Vice Chair
 Mary Ellen Wahlheim
 Lisa Pepin

Class of 14

Kevin Bastin
 Bobby Ritter
 Nelda Adams
 Jeremy Joiner

Class of 14

Steve Matthews
 Louise Alcock
 Robin Henry
 JoAnn Eck

Jim Rose, Treasurer

REPORT OF THE COMMITTEE ON NOMINATIONS: Nominations for 2012 Cont.

Governing Board Nominations for Christ Church School

Remaining Members

Melissa Gisler – 2012 (chair)

Heather Houston - 2012

Allison Thummel – 2012

Lauren Merkel – 2012

Constance Ritter – 2012

Catherine Robinson -2012

Ingred Lathrop – Director of Children’s Ministries

Kim Ripley – Asst. Director of Children’s Ministries

Kimberly McGeehon – Teacher Representative

New Members

Allison Kukura -2014

Liz Brown -2014

Gillian Smith - 2014

Beth Carter – Director of Christ Church School

Becky Neese – Admin. Assistant Christ Church School

FINANCES

GENERAL INFORMATION

Our Finance Committee is responsible for assigning funding for ministries in accordance with our mission statement for maintaining financial solvency. Under the direction of the Senior Pastor and Leadership Council, the Finance Committee and staff work together to achieve effective spending policies and faithful stewardship.

Budgeting

Program directors / ministry leaders prepare their detailed budgets for the next year every fall. These budgets are based on prior years' histories, and anticipated needs and plans for new ministries. The budget requests are submitted to the Finance Committee for review. The Finance Committee reviews all budgets carefully along with estimated income for the coming year. The committee determines a budget plan to present to the church.

Funding

Funding for the approved budget is through the fall stewardship campaign and anticipated cash plate offerings and non-pledged giving.

Fundraising Policy (Effective: Tuesday, February 06, 2007)

Fundraising is defined as the organized activity of raising funds.

Any group within the church that will be participating in a church-wide fundraising activity which requires them to visit Sunday School classes, mail out requests for funds to church members, post a request on the website, or list their fundraising activities in "The Connection" should bring their request to the Finance Committee for approval.

This does not include the sale of items. If there is an exchange of goods for payment, there is no requirement that this first be approved by the Finance Committee. However, all fundraising is kept track of in the main office for calendaring purposes. If you are planning any fundraising, please notify Debbie Meier with your dates and type of fundraising.

This does not include raising funds within one's own group or class for their specific needs.

Fiscal Responsibility

Program directors and their chairs are responsible for planning ministries and programs within the budget approved for their area. Check requests and invoices require a signature of the program director for approval prior to payment.

Invoices received in the finance office will be placed in the church mailboxes for the appropriate program director or ministry area leader for approval and returned to the finance secretary for payment. Check requests should be turned in for payment with the appropriate signature and receipt(s) of purchase. Receipts should be submitted within the time limit set by the IRS for reimbursement. Currently, that time frame is 60 days. Please note, Christ Church does not reimburse sales tax. A sales and use tax exemption certificate is available in the office.

Financial reports are printed and presented at the Finance meeting. Staff program directors also receive monthly reports for their ministry area. Questions pertaining to these reports should be addressed to the Business Manager, Finance Committee Chair, or program director.

Our goal is to have a balanced budget each year and maintain positive cash flow.

The following forms are available in the workroom, church office, or online:

- Check Requisition Form – required for reimbursement/ disbursement
- Funds Reconciliation Envelope– required for each deposit
- Tax Exempt Form – Tax ID#76-0080858

Expenditures

Each ministry area has a budget for the year approved by the Finance Committee. If a ministry area has needs over the budgeted amount, requests shall be submitted to the Business Manager for approval; such requests may also require Finance Committee approval.

Cash Receipts

For groups collecting money for any purpose in the church a Funds Reconciliation envelope should be completed and used for deposits. The completed form should be turned in within 24 hours, or the next business day, to the finance office or placed in the church safe.

Check Requisition Procedures*

Please see attached Check Requisition Form on page 10. You may make copies for your use.

Fill out the form as follows:

- Work area name, complete payee name, address, amount, and how the check is to be handled.
- Include an explanation of the expense.
- Attach proper documentation: receipts, invoices, statement with amount due clearly marked.
- The person requesting the check must sign on "requested by" line.
- The staff person assigned to that work area must authorize the request.

Please allow at least (5) business days to process the check.

*Please note, Christ Church does not reimburse sales tax. A sales and use tax exemption certificate is available in the office or on page 11.

Christ Church has Accounts with the Following Stores

In order to make tax exempt purchases at these stores, please borrow the store card from the Finance Office first:

- Office Depot
- Home Depot
- Lowe's
- Sam's Club

Please contact the Finance Office prior to making purchases at the following stores:

- Best Buy
- Wal-Mart (424638)

To make tax exempt purchases at Hobby Lobby, you must request a card using our tax exempt number 589373. You will receive 10% off purchases as well.

To make tax exempt purchases at Garden Ridge, please use the Customer Tax Exempt Identification letter on page 12. You do not need to be listed as an authorized user on the letter.

SUPPORT US WHILE YOU SHOP!

Randalls

Christ Church and the Christ Church School both participate in the Randall's Good Neighbor program. We receive quarterly checks for 1% of the total amount our participants spend at Randalls. You can complete the form (http://shop.safeway.com/corporate/randalls/gn_houston_austin.pdf) to link your card to our accounts and take it to the service desk next time you shop.

Christ Church Good Neighbor Number - 2308

Christ Church School Good Neighbor Number - 1146

Kroger

Christ United Methodist Church participates in Kroger's Neighbor to Neighbor program. Kroger donates \$1 million annually through the program, and we will receive a percentage based on how much our members spend. Print out the Customer Letter (page 13) and present it to the cashier next time you go shopping to link your card to our account.



DATE: _____

WORK AREA _____

*GL CODE _____

*GENERAL LEDGER CODE IS REQUIRED

PAY TO THE ORDER OF: _____

ADDRESS: _____

DISTRIBUTION: MAIL TO PAYEE ()

 WILL BE PICKED UP ()

 BOX ()

 OTHER ()

EXPLANATION: _____

CHECK AMOUNT: _____

REQUESTED BY: _____

AUTHORIZED BY: _____

PLEASE ATTACH SUPPORTING RECEIPTS, INVOICES, ETC.

ALL VENDORS MUST HAVE A W-9 ON FILE. CHECKS WILL NOT BE RELEASED WITHOUT ONE.

SALES TAX IS NOT REIMBURSABLE

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION 76-0080858

Name of purchaser, firm or agency Christ United Methodist Church	
Address (Street & number, P.O. Box or Route number) 3300 Austin Parkway	Phone (Area code and number) 281-980-6888
City, State, ZIP code Sugar Land, Texas 77479	

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Religious Organization

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

Garden Ridge

CUSTOMER TAX EXEMPT IDENTIFICATION

Please present this ID with a government issued Photo ID to our cashiers when checking out.

Not Valid on purchases prior to date issued

Company Name :	Christ United Methodist C	Date Issued:	10/12/2010
Company Address :	3300 Austin Parkway	Sugar Land	TX 77479
Contact Person :	Stacey Fleck	Phone :	281-980-6888

Company Tax Exempt ID :	76-0080858
Expiration Date :	12/31/2099

Authorized User/s
Stacey Fleck
Jason Nelson
Jeanne Damon
Renee Teel
Lynn Taylor
Stephanie Strickland
Linda Summers Pierce
Tracei Wilson
Tripp Kerth





Customer Letter

The Neighbor to Neighbor program presents 501(c) (3) non-profits, churches, and schools (K-12) the opportunity to receive a percentage of the \$1 million that Kroger awards annually to charity groups in Texas and Louisiana.

STEP 1:

To link your Kroger Plus card to our organization, take this letter with you the next time you go shopping at your neighborhood Kroger store.

STEP 2:

Request for the cashier to scan your Kroger Plus card and then the barcode at the bottom of this letter to link to our organization. Once the process is complete, you will be enrolled as a supporter for the remainder of the current program year. Every time you shop at Kroger, a portion of your eligible purchases will be contributed to our Neighbor to Neighbor fund. Our organization will be awarded a percentage of the \$1 million payout that reflects our number of qualifying purchases made within the program year.

FAQs:

How many Neighbor to Neighbor accounts can an organization have?

One.

Can a household link their Kroger Plus card to multiple participating Neighbor to Neighbor groups?

No, the system allows for one organization per household. To change the charity you support, you must present your Kroger Plus card and the new organization's barcode to the cashier.

Do I have to re-enroll each program year?

Yes, all organizations and supporters must re-enroll each program year.

- *Enrollment for 2011-2012 Program Year is June 1, 2011-December 31, 2011*
- *Accumulation for 2011-2012 Program year is July 1, 2011 – April 30, 2012*

How can I verify which group I'm supporting?

When the cashier initially scans the barcode, the bottom of your receipt will read "Loyalty Div 0.00." This is an indicator that the barcode was properly scanned. The following Friday, your receipt will display a message at the bottom of the receipt which says "Your card is contributing to Neighbor to Neighbor #12345."

CHRIST UNITED METHODIST CHURCH



FACILITIES

FACILITY REQUESTS

Use of Christ Church facilities for meetings or event gatherings requires submission **online via the church's website or submission of a Facility Request Form in writing**. The form should be submitted to Roland Huysman, Facilities Coordinator, with as much lead time prior to use as possible (three weeks advance notice is preferred). This is particularly important for on-going activities. Our church has many activities that occur throughout the week; therefore use of the church facilities for any reason must be requested by submitting a **Facility Request Form**. Please allow 3—5 business days to process your request and receive confirmation. **Ongoing events must be re-booked from year to year.**

Ongoing Activities

This is a daily, weekly, monthly or quarterly scheduled gathering (Bible study, class, meeting, etc.). You may schedule these activities in no more than one year increments of time. Your gathering will not automatically renew, so please remember to resubmit your request every year so that you have the space you need for your gathering.

Fees associated with the use of the building are assessed on all activities outside the ministry of Christ Church.

BUILDING FEE SCHEDULE (for Events Not Sponsored by Christ Church*)

Room	Member Rate	Non-Member Rate
Sanctuary	\$50 / hour	\$100 / hour
Security Deposit		\$100
Custodial Fee	\$75	\$75
Sound System	\$25 / hour	\$25 / hour
Gymnasium	\$25 / hour	\$50 / hour
Security Deposit		\$150
Custodial Fee	\$150	\$150
Using Room 210 A&B and 211 A&B as one	\$150 Security Deposit	\$150 Security Deposit

*This fee schedule DOES NOT apply to weddings and funerals.

BUILDING USE POLICY (THURSDAY, JANUARY 26, 2012)

The responsibility for the security and maintenance of all Christ United Methodist Church (CUMC) facilities is vested in the Board of Trustees (Trustees), whose day-to-day representatives are the Ministers, Building Superintendent and Business Manager. Use of the facilities shall be solely to extend and support the Mission of CUMC to be people helping people find fullness in Christ. CUMC facilities may be used by the various institutions within Methodism, and with prior approval by the Trustees, by other congregations and groups, subject to the following rules:

1. CUMC functions shall always have priority over outside requests, and no meeting shall be scheduled by any group that will conflict with any regular or special event involving the entire congregation.
2. CUMC facilities will not be available to any individual or group that will engage in a for profit venture.
3. A member of CUMC, who schedules an activity, must be present during the entire activity and will be responsible for following the instructions of the Trustees or its above-named representatives with respect to maintaining the security and safety of the facilities.
4. Youth and children events must adhere to the CUMC and/or Conference SAFE CHURCH POLICY.
5. District and/or Conference events, held at CUMC facilities, must adhere to the Conference SAFE CHURCH POLICY.
6. No alcohol, tobacco products or firearms are allowed on CUMC properties.
7. Overnight use of the facilities must be approved by the Trustees and will adhere to this policy.
8. All activities must be scheduled with the Building Superintendent with the proper forms. Facilities can be reserved in advance, but no earlier than 90 days out for groups outside of church ministries. CUMC ministries can book 1 year in advance and therefore have priority over outside groups.
9. All activities will be scheduled during normal facilities operation hours, unless prior approval has been obtained from the Trustees.
10. Use of the kitchen, in the Family Life Center (FLC), must have prior approval and conform to the Kitchen Use Policy. Use of the Family Life Center kitchen is restricted to those who have completed an annual training with Roland Huysman.
11. No carpentry or special construction is allowed, unless approved by the Trustees.
12. Upon request CUMC equipment may be used. However no CUMC equipment is to be removed from any room or removed to any offsite location without prior approval of the Trustees.
13. The use of CUMC audio equipment and CUMC sound systems will be supervised by a member of the CUMC Sound Team.
14. All musical instruments in the Sanctuary and Gym are for the exclusive use of worship and worship-related activities. Requests for other use will be considered by Trustees. Trustees has the right to allow or not allow use as they see fit.
15. No Food or Drink will be allowed in the Sanctuary or Chapel.
16. Candles and Incense must be approved by the Trustees before use in the Sanctuary.
17. No Helium filled balloons will be allowed in the Sanctuary, Gathering Hall or the Gymnasium in the FLC.
18. Other than service animals, no animals are allowed inside the CUMC facilities.
19. When using the Sanctuary no items are to be placed on the altar unless do so by the Worship Team.
20. Request by other churches to use CUMC facilities for worship services will be approved by the Ministers and the Trustees and shall be no longer than for one (1) year.
21. The Bride's Room will only be used for bride's room for weddings, family room for funerals, Sunday School class room and Grief and Samaritan counseling.
22. The Chapel will only be used for weddings, funerals, prayer room, authorized church services and Sunday School at 9:45am. No meetings, receptions or dinners will be scheduled in this room. No food or drink is allowed in this room.
23. Lighting – Turn them on when you arrive and off when you leave.
24. Locking of the facilities will be handled by CUMC staff members.
25. Signs and Announcements – No signs are allowed on the outside of the facilities. No signs are to be placed outside on the grounds of CUMC without prior approval of the Trustees or Business Manager.
26. Use of CUMC playground and playground equipment is approved for children weighing less than 50 pounds. No unsupervised children are allowed on the playground.
27. Room Dividers will be setup and/or moved by CUMC staff only.
28. Payment/Deposit is to be received by the Business Manager prior to use of the facilities.
29. No unattended children or youth are to be allowed in any room. If you are having an event or meeting childcare must be arranged prior to the start of the event or meeting.
30. Fees for use of CUMC facilities will be charges in accordance with the current Trustee approved Fee Schedule. The Trustees reserves the right to revise such Fee Schedule from time-to-time in its sole discretion.
31. The Board of Trustees reserves the right to alter or change this policy without prior notice.
32. The Board of Trustees reserves the right to refuse the use of CUMC facilities to any and all groups without explanation.
33. Leave any rooms in the same way you found them.

KEY & KEYCARD POLICY

Purpose

The purpose of this policy is to provide a high degree of security for our staff and members and to safeguard the property of Christ United Methodist Church. To attain this goal the church will follow the guideline of issuing by necessity and not for convenience.

To achieve this goal, it is necessary to assign responsibility for the keys to the users both staff and members, who are issued keys. Any door that you open must be locked, as you leave. In reference to this policy, key(s) are now defined as manual “hard” keys or electronic access control as “keycards.”

Environment

During scheduled hours, the buildings and facilities of CUMC are open (outside doors unlocked) for classes, meetings and other activities as required. After the normal hours of operation, access to the buildings can be made with the use of an electronic key card. Exceptions to this are Holidays, Special Events and Circumstances that will be posted on the doors.

Building Hours

Sunday 7 am - 9 pm
Monday thru Thursday..... 8 am - 9 pm
Friday..... 8 am - 6 pm
Saturday8 am - 12 noon*

*(Building may remain open if there is a special church sponsored event or wedding and may not be reserved after noon for any other reason)

Responsibility

Primary responsibility for the security of CUMC buildings, the maintenance of the Card Access System, the issuance of keys and record keeping will rest with Facilities Coordinator. The installation and maintenance of locks, manual and electronic lock hardware, and other non-electronic card access control systems will be the responsibility of Facilities Coordinator.

The Facilities Coordinator will provide training in key policy on issuance of keys. Office keys will be issued to only the person/persons occupying that space.

Facility Coordinator will keep and maintain records of keys issued to all CUMC employees using security software. This program will record building key data and employee key records. There will be a periodic key inventory conducted by Facilities Coordinator. A fee of \$5.00 per key will be charged to replace lost keys.

Key transfers from one person to another are strictly prohibited. Unauthorized keys will be confiscated and returned to Facilities Coordinator.

Issuance of keys

Ministry Heads will be responsible for approving employee key requests. Key(s) cannot be requested by anyone with less than Ministry Head and Trustee authority. All requests for lock and key changes must be made through work order to Facilities Coordinator. All lock maintenance requests should be made through the Facilities work order system. The key-holder to CUMC facilities assumes responsibility for the safekeeping of that key and its use.

Re-coring/Re-keying

Requests for re-keying/re-coring must be approved and submitted by the Ministry Heads. The request will be sent to the Facilities Coordinator via work order and approved by the Facility Manager. The requesting department will be charged for this work.

The entire re-keying of facility must have Trustee approval.

Replacement

In order to receive a new key, the old key must be exchanged for the new one.

Return of Keys

When an employee/volunteer leaves employment, retires, is terminated, or changes assignments, the issued keys must be returned before the last day of employment. All keys must be returned to the Facilities Coordinator. Failure to return issued keys will result in a charge to the individual for a lost key.

Master Keys

Master keys will be issued to Senior Pastor, Trustee Chair, Business Manager, Facilities Coordinator, and Building Staff. Loss of a master key would necessitate the re-keying and re-coring of the entire area or building that the key controls.

A master key is available in the Front Office between 8:30 am and 5 pm for use only after all other avenues of access have been exhausted.

1. Contact Building personnel at ext. 4760, if unsuccessful
2. Contact Facilities Coordinator at 713-417-6138, if unsuccessful
3. Contact Front Office for use of general master key.

Temporary key use

Contractors and vendors will be issued temporary keys or key-cards for necessary construction and maintenance access. The contractor's representative to whom the keys are issued must present picture identification (a driver's license or state identification card with picture) and sign for all keys issued. The contractors will abide by all conditions of this policy and must wear identification badges on outer garments while working on church property.

The Ministry Head will request the keys for temporary issuance and will be responsible for the use and return of these keys.

Lost, Stolen or Damaged Keys:

Lost keys must be reported to the Ministry Head and Facilities and Building Office immediately. Replacement of a lost, stolen or damaged key will require a new email request and authorization by the Ministry Head. Key holders will be required to pay a replacement fee for lost keys and, if necessary, the cost for a change of the core(s). The lost key charge is \$5/key and an additional \$125/core, if required. The fee will be submitted to the Facilities Department. If the lost key is later found, it must be returned to Facilities Coordinator.

Stolen keys must be reported to the Ministry Head and Facilities and Building Office immediately. A detailed report to Facilities Coordinator concerning the circumstances must be made. An email will then be sent to the Facility office requesting the issuance of a replacement key. The Facility Manager will determine if the key charge is applicable based on the facts of the individual case.

If a key is broken or damaged, the remnants will be returned to Facilities Coordinator. If the key is broken off in the lock, it must be reported to Facilities Coordinator without delay. A new key will be issued after the damage is verified. There is no charge for the replacement of damaged or broken keys.

Key Policy Violations

The following acts are examples of violations of the key policy:

- Loaning keys
- Transfer of keys without authorization
- Unauthorized duplication of keys
- Altering keys, locks or mechanisms
- Damaging, tampering or vandalizing any church lock or hardware
- Propping open exterior doors
- Admitting unauthorized person(s) into the building
- Failure to return a key when requested by Facilities Coordinator, the issuing department, or upon leaving the employment of the church
- Failure to report missing key(s) or keycard (s)

To make a key request or for card access concerns, please contact Facility Manager.

COMMERCIAL KITCHEN POLICY

CHRIST CHURCH Board of Trustees has adopted the following policies to ensure that basic food sanitation requirements and practices are incorporated into the commercial kitchen per City of Sugar Land ordinances.

1. Representatives of groups seeking to use our commercial kitchen should acquire a Facility Request Form from the Facilities Coordinator or complete one online at www.cumcsl.org under Facilities section. You may also download and print the forms for your convenience.
2. Any person using the kitchen will schedule training with the Facilities Coordinator. This is a one-time session.
3. If the party using the facility does not have a Certificate of Insurance in hand at the time of use, it will be necessary for the Facilities Coordinator to follow up with the person signing the agreement for this document. Groups using facilities on an on-going basis need only file this document with CHRIST CHURCH once at the beginning of each calendar year. Insurance verification is not required from church member groups.
4. Financial responsibility for any damage to church kitchen property sustained during an event, rehearsal, ceremony or reception by anyone involved in the event, guest or participant, is the sole responsibility of the representative using the facility and whose name is on the Facility Request Form. The Facilities Coordinator will bill the respective organization for the cost of repairs resulting from damage to the rooms by any group using the facility.

Commercial Kitchen Operational Policy

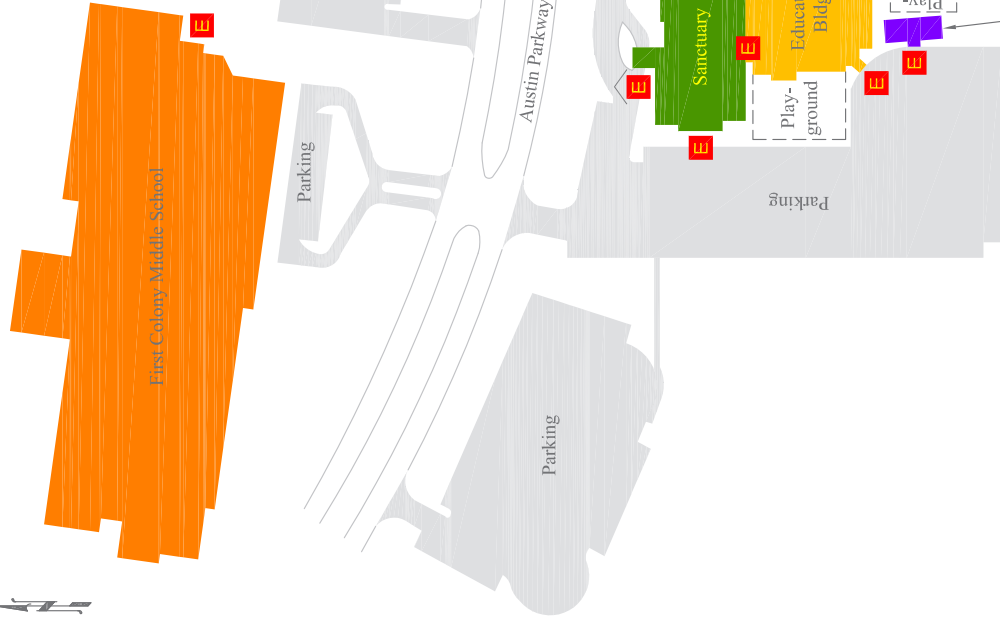
1. Begin work with clean hands and adequately restrained hair. Gloves are required when working with food. The commercial kitchen requires closed-toe shoes.
2. Do not smoke while working. Take a break, and then wash your hands before returning to work.
3. Keep all foods covered or behind sneeze guards. Lids, plastic wrap, bags, or foil may be used. All food items must remain covered unless being served.
4. Potentially hazardous foods are those foods high in protein that usually come from an animal source. Examples: all meats, salad dressings, milk and egg products.
5. When these foods are served hot, they should be held at temperatures no lower than 140° Fahrenheit. If served cold, they should not exceed a temperature of 45°. Initial cooking of raw meats shall be: hamburger, 155°; pork, 150°; poultry, 165° throughout. Reheated potentially hazardous foods shall reach 165° throughout.
6. Ice to be served in drinks must remain covered and may not have other foods stored in it for chilling. Use a scoop for serving the ice; store the scoop out of the ice on a clean surface. Do not use your hands, cups or glasses for scooping ice.
7. Sugar, catsup and similar foods must be in closed dispensers or in individual packets. Liquid drink dispensers cannot use push-button spigots. Spigots must be of the paddle type, such as found on coffee urns.
8. For soda stored in ice water, water must contain at least 50 ppm chlorine.
9. Reusable tableware may be used if it has been washed and sanitized prior to use. Otherwise, use disposable tableware.
10. Store and handle both reusable and disposable tableware so as not to contaminate the areas which touch food or the consumer's mouth. Pick up utensils by the handle. Open disposable cups from the bottom and handle only the bottom end of the cup.
11. All single-serve items, such as Styrofoam cups, plates, and eating utensils, must be covered either by the original packaging container or an approved dispenser until used.
12. Slow-cooking units such as "crock pots" cannot be used as heating devices. However, they may be used as hot holding units if cooking or re-heating is first accomplished in a rapid manner, such as electric frying pans, stoves, or ovens, and then transferred to the unit, where the product is to be maintained at 140° or above.

13. Food stands that prepare or extensively handle chicken, fish, and BBQ, or freeze and dispense frozen dessert products, sliced roast beef, pizza's, or handle multiple hazardous food products are to be provided with a three (3) compartment utensil washing/sanitizing sink and hand washing sink.
14. All milk-powdered mixes are prohibited. It is permissible to use a powdered non-dairy frozen dessert mix, provided that consistent acceptable bacteriological sample results are obtained from the frozen mix, and a sign is posted informing customers that a non-dairy product is being served.
15. All frozen poultry products must be thawed in an approved manner prior to low temperature cooking (BBQ pits, etc.).
16. Cooked corn dogs are not to be refrigerated overnight and then reheated the next day.
17. All food products are to be made on-site or in a commercial food establishment. No home-prepared foods are to be sold. All food products purchased must be from approved or inspected sources.
18. All food products must be adequately protected from dust, etc. while on display.
19. During fly season, steps must be taken to minimize their presence. All food items must remain covered unless being served.
20. A chemical sanitizer must be used to sanitize utensils and food contact surfaces. Have three containers set up in this order: a) hot soapy wash water b) hot, clear rinse c) sanitizer water. The chemical most frequently used will be household bleach. It must be present at no less than 50 ppm and no greater than 200 ppm. The utensils and equipment must remain submerged for at least one minute. Only air-drying is allowed.
21. Persons under 18 years of age may not cook in the kitchen.

**To report situations with the facilities which require immediate attention:
Roland Huysman: 281-690-4760 or 713-414-6138**

CHRIST UNITED METHODIST CHURCH

3300 Austin Parkway, Sugar Land, Tx. 77479
281-980-6888

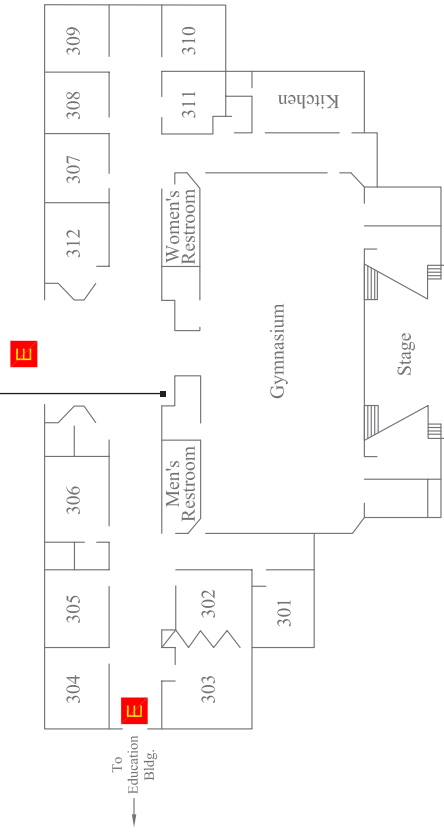


Campus Layout

Legend

- Entrance / Exit
- Covered Entrance / Exit

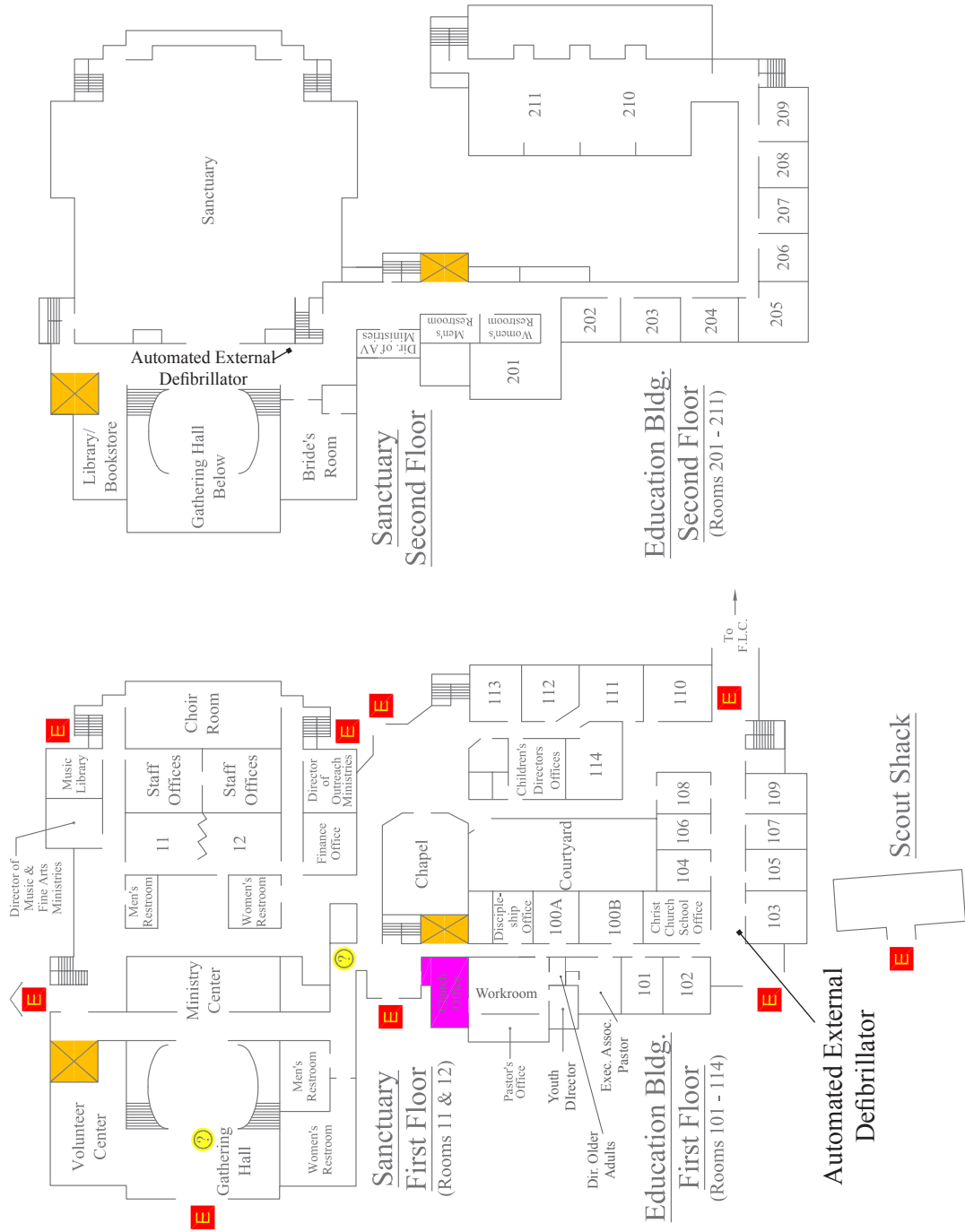
Automated External Defibrillator



Family Life Center

Legend

- Entrance / Exit
- Covered Entrance / Exit
- Elevator
- Stairs
- Information / Reception



ACCIDENT / INCIDENT REPORTING

Should you or another party become injured while on Christ Church property we would appreciate the completion of the Accident/Incident Report Form. This form can be turned in to the front office, the Business Manager or the Facilities Coordinator.

ACCIDENT / INCIDENT REPORT

Date: _____ Time: _____

Name of Injured Person: _____

Phone--Home: _____ Cell: _____ Other: _____

Address: _____

Age of Victim (if a minor): _____ Parent Notified: _____

Location of incident: _____

Program or Event: _____

Description of Injury: _____

Details of Incident: _____

First Aid Steps Taken: _____

If victim was taken for Medical Assistance, specify physician, facility, diagnosis, and treatment given:

Supervisor at time of incident: _____ Phone: _____

Witness to Incident: _____ Phone: _____

Name of person completing report: _____ Phone: _____

Is this a Potential Work Comp Claim: _____

Other pertinent information: _____

Return completed report to the Business Manager immediately

MINISTRY SUPPORT

WHAT THE CHURCH OFFICE CAN DO FOR YOU:

Office Hours:

Monday - Thursday 8:30 am - 5:00 pm

Friday 8:30 am - 2:00 pm

- **Answer Questions:** We will attempt to answer questions you may have, and if we can't, we will find where you can get the answers.
- **Look-Up Information:** You can call us for a member's phone number and / or address. The office reserves the right to exercise discretion in giving out personal information.
- **Update Information:** We will keep information updated. You can help us by contacting the office with change of address, phone numbers, email addresses, etc.
- **Receive Your Prayer Request:** We will take your prayer request and pray with you, if you desire. By request, we will add your name to the Heartbeat section of The Connection.
- **Welcome Information:** When members and others in their family are in local hospitals, please contact us. If you know of anyone, who is in the hospital, has had a death in the family, or a new baby, contact the church office. Even if you think someone else has already called us with the information, call us anyway.
- **Provide Assistance:** We will gladly help you with postage or mail-outs for your ministry area. If your mailing is 200 + pieces, we will send it bulk mail. Notify Bobby Wooley for assistance with the bulk mailing. We will assist you with using the copy machine.
- **Scheduling:** Call us to schedule baptisms, baptism meeting and weddings.
- **Take Reservations:** Call us to make ministry table or collection bin reservations. * See pages 28 - 29 for details.
- **Make Appointments:** Contact the front office if you need to make an appointment with a Pastor on staff.

WHO TO CONTACT

Appointment with Rev. Mike Mayhugh

Debbie Meier

Appointment with Rev. Linda Summers Pierce

schedules her own appointments at this time.

Appointment with Rev. Jason Nelson

schedules his own appointments at this time.

Church Calendar / Facility Request Forms

Roland Huysman

To schedule activities that occur at church or off-site, please complete the Facility Request Form. Forms are available online at www.cumcsl.org or in the church office.

Collection Bin Reservations

Renee Teel

To reserve a collection bin for your ministry area, please contact Renee.

Connection Articles

Bobby Wooley

The deadline is the 1st of the month at 5 pm. Please submit your article using the Communications Request Form found at www.cumcsl.org/connection.

Financial Matters/Contributions

Stephanie Strickland or Stacey Fleck

Group Rosters/Lists

Debbie Meier

Lists can be generated for your group or you may have a list created based upon your desired criteria. Please allow two days for us to generate your list and forward it to you.

Heartbeat/Prayer Requests

Sandy White/Any Pastor

On Sunday, you can fill out the prayer request card located in the pews and place it in the offering or give it any pastor. During business hours, contact the church office. You may submit it through the website as well.

Member Care / Hospital Visitations

Linda Summers Pierce, Jason Nelson & Jan Randolph

When members and others in their family are in local hospitals, please contact us. If you know of anyone, who is in the hospital, has had a death in the family, or a new baby, contact the church office. Even if you think someone else has already called us with the information, call us anyway.

Ministry Table Reservations:

Debbie Meier

Ministry Tables are numbered and assigned as requests are received by email. When setting up your table, please use the table assigned to your group/area. See policy on prior page.

Update Personal Information:

Benita Sebesta or Debbie Meier

Please notify us if your phone number, address or email changes.

To report situations with the facilities which require immediate attention:

Roland Huysman: 281-690-4760 or 713-414-6138

STAFF DIRECTORY

Becky	Neese	4754	Asst. CC School Dir	ccs@cumcsl.org
Benita	Sebesta	4768	Sunday Receptionist	benitas@cumcsl.org
Beth	Carter	4753	CC School Dir	ccs@cumcsl.org
Beth	McConnell		Pianist/Organist	bethmcc@cumcsl.org
Bobby	Wooley	4750	Communications Coordinator	bobby@cumcsl.org
David	Daniels		Praise Band Dir	ddaniels@cumcsl.org
Debbie	Meier	4740	Sr. Pastor Asst.	dmeier@cumcsl.org
Gerald	Brewer	4772	Director of Media Production	gerald@cumcsl.org
Ingred	Lathrop	4748	Dir of Children's Ministries	children@cumcsl.org
Jan	Randolph	4773	Director of Older Adults	jan@cumcsl.org
Jason	Nelson	4770	Exec. Dir. Discipleship	jason@cumcsl.org
Jeanne	Damon	4756	Dir of Adult Discipleship	jeanne@cumcsl.org
Joan	Hastreiter	4763	Youth Asst	joan@cumcsl.org
Karen	LaMotta	4767	Exec. Dir of Outreach Min	karenl@cumcsl.org
Kim	Ripley	4765	Asst Dir Children's Ministries	kimr@cumcsl.org
Lahonda	Sharp	4741	Dir of Music/Fine Arts	lahonda@cumcsl.org
Laura	Gratz	4764	Webmaster	laura@cumcsl.org
Linda	Pierce	4779	Exec. Assoc Pastor	lindasp@cumcsl.org
Mike	Mayhugh	4742	Sr. Pastor	mikem@cumcsl.org
Renee	Teel	4755	Dir of Missions	renee@cumcsl.org
Roland	Huysman	4760	Facilities Coordinator	roro@cumcsl.org
Sandy	White	4777	Exec. Assoc Pastor Asst	sandyw@cumcsl.org
Stacey	Fleck	4743	Business Manager	stacey@cumcsl.org
Stephanie	Strickland	4747	Financial Secretary	finance@cumcsl.org
Tracei	Wilson	4759	Music Adm. Asst	tracei@cumcsl.org
Tricia	Baltazar	4774	Bookstore Mgr	tricia@cumcsl.org
Tripp	Kerth	4746	Youth Director	tripp@cumcsl.org

CHILDCARE POLICY

Christ Church Childcare is provided for children of parents who are participating in events at Christ Church. The objective of childcare is to offer a safe and loving environment for children six weeks old through the elementary years. In order to continue to offer quality childcare and be good stewards of the church's financial gifts the childcare department has developed the following guidelines:

Childcare will be provided for all worship services.

Childcare will be provided for on-going ministries of the church (such as Bible studies, HomeGroups, choir, hand bells, and church meetings) with the following stipulations:

- Must meet on days and times that childcare is offered:
 - September through May**
 - Mornings: T, W, F (9:30-12:00) 3rd Saturday (8:00-12:00)
(Note: Limited availability on Fridays)
 - Evenings: M, W, TH (6:00-9:00)
 - Afternoon/Evening: Sun (2:00-8:00)
 - June through August**
 - Mornings: T, W (9:30-12:00) 3rd Saturday (8:00-12:00)
 - Evenings: W, TH (6:00-9:00)
 - Afternoon/Evening: Sun (2:00-8:00)
 - No Scheduled childcare on Fridays.
- Families using childcare for anything other than worship and a servant leadership role will be asked to make a suggested donation of \$3 per child, per session in order to help offset the childcare cost.

Any ministry or group desiring childcare for special events shall contact their staff Ministry Leader. The Ministry Leader, along with the Childcare Director, will discuss the childcare needs and how the expense will be covered. The exact amount will be determined by the number and ages of the children and length of program. **Note: Childcare is scheduled at a minimum of two hours with two workers.**

We understand that last minute needs arise and in no way want to limit participation in your ministry. When unforeseen situations arise, the Ministry Leader should contact the Childcare Director as soon as possible to determine the best way to support your ministry needs.

To Set up Childcare:

The Ministry Leader will complete a childcare request at least 2 weeks prior to the event. Childcare requests must be approved by the Childcare Director before the event is advertised. Approval will be based on space availability. The Ministry Leader will receive a confirmation of approval. Please instruct your participants to make reservations at least 48 hours in advance. If no registrations are received by the Childcare Director within the 48 hour timeframe, the event will be canceled from the Childcare Calendar. Ministry Leaders will be notified that childcare is canceled. It is the responsibility of the sponsoring Ministry Leader to notify the Childcare Director if an event has been cancelled.

REQUEST FOR CHILDCARE

Childcare can be arranged for any church organization requesting it. Procedures are as follows:

1. Group Leader: Request childcare by one of the following means: Complete an on-line request, complete the form below and return to the church office or email to kimr@cumcsl.org and provide the information below. Please submit at least two weeks prior to the event. You will receive a confirmation. Please do not advertise the availability of childcare until you have received a confirmation.
2. Persons attending the event and requiring childcare must call the church childcare hotline or e-mail kimr@cumcsl.org to make reservations. Please provide parent's name, children's names and ages and the event attending. Reservations must be made at least 48 hours prior to the event. Alternative Method: Group Leader may assemble the above information and submit 48 hours prior to the event. Reservations are necessary so that proper provider to child ratio can be maintained. Children arriving without reservations will be accepted only if space is available.
3. Childcare providers will arrive 15 minutes prior to the meeting time unless otherwise requested. Children must be escorted to the childcare area and checked in at the computer kiosk by a parent or guardian.
4. If no reservations are received within 48 hours of the event, the event will be removed from the childcare calendar.

CONTACT: Kim Ripley, Nursery Director, kimr@cumcsl.org.

CHILDCARE REQUEST

Today's Date _____

Group _____

Group Leader _____

Phone Number _____ Email _____

Date of Meeting _____ Time of Meeting _____

Location of Meeting _____

Approximate Number of Children _____

CHRIST CORNER BOOKSTORE

The Christ Corner Bookstore carries Bibles, Christian books, gifts and cards. The Bookstore also manages special curriculum orders for Sunday School classes, Bible study groups and individuals. The Bookstore also supports Christ Church by donating profits to support missions.

STORE HOURS:

Sundays	9 am - 12:30 pm
Thursdays	10 am - 12:30 pm

We are also open for special events throughout the year. Watch *The Connection* for dates and times.

For information or to place an order, contact Tricia Baltazar at 281-690-4774, tricia@cumcsl.org or ccb@cumcsl.org.

COLLECTION BINS

The Collection Corner is offered by the church as a means of collecting items that are needed for various projects to help those in need. There are gray, wooden bins for this purpose located in the Collection Corner near Room 12 on the ground floor.

To reserve a Collection Bin, please contact Renee Teel at 281-690-4755 or renee@cumcsl.org. If a bin is available, one will be assigned to you. A sign indicating your project and items being requested will be provided for you and displayed above your assigned collection bin.

Guidelines for Collection Items

- Please provide a beginning and ending date for your project.
- Submit an article using the Communications Request Form (www.cumcsl.org/connection) containing the details for your collection: what you are collecting, who is benefiting from the collection, what group is collecting, the collection drop-off location. Be sure to include the beginning and ending dates. Your article should include a contact person and phone number.
- Maintain your bin. Please keep an eye on your collections to make sure the bin is not unsightly or overflowing. Clean out your bin just after your collection ending date. Anything left will be taken to East Fort Bend Human Needs Ministry.

MINISTRY TABLE REQUESTS (APPROVED 9/10/09)

Ministry Tables are available in the Ministry Center for groups within the church to use as an extension of their ministry. The tables are most often used for sign ups, registrations, fundraisers and dispensing information to the congregation.

There are five tables available, one of which is used for the current Ministry Spotlight. To book a table, email your request to Debbie Meier at dmeier@cumcsl.org with:

1. Title—this displays in the sign above the table
2. Dates Requested *
3. Purpose of the table **

Requests must be received by the Thursday before the first Sunday of your request. However, many of these are booked far in advance and that is preferable. The tables fill up during the busy season!! You may book 12 months in advance.

Tables are not allowed to be set up in alternate areas such as the Gathering Hall, class hallways, outside gym doors ***, etc. If you have interest in a special project using another area of the church, please seek approval from the Trustees committee or an onsite representative of that committee.

*The maximum number of consecutive weeks per request is three (3). You may submit more than one request for three (3) weeks each. They will be considered individually.

There will be no more than one “sale” per Sunday in the Ministry Center. A “sale” is defined as a table selling a good as a fundraiser for a specific ministry area. For instance, selling mulch to benefit Boy Scouts is considered a “sale.” All fundraisers must first be approved through the Finance Committee and that approval should be received before reserving/confirming a ministry table. There are certain times when the church does a church wide push that would NOT be considered a “sale.” For instance, poinsettias and lilies for worship are not considered a “sale.” On those Sundays, another table may hold a “sale.” **No sales or fundraisers may be held in November or December without the Senior Pastor’s prior approval.

***The hub is allowed one (1) table outside the gym doors in the Family Life Center for ministry representation before, during, and after their 11:00 worship service. The hub team will be responsible for managing that table. For a reservation, contact Jeanne Damon at 281-690-4756 or jeanne@cumcsl.org.

CHURCH COMMUNICATIONS

The communication ministry at Christ Church is called to bring life to the vision and mission of our church and to connect people to God and each other. This ministry supports the church in ways that help better share our story, as well as coordinate, create, and produce communications tools that help inspire and inform, in faithful response to our instructions from Christ to go and make disciples.

In essence, everything we all say, do and show communicates something about our church, who we are and what we believe. Effective communications inspires action, establishes credibility, creates trust and motivates people to take next steps. In the words of John Maxwell, "Information is giving out, communications is getting through." Effective communications is always in state of refinement; what worked well two years ago may not work as well today.

The MOST effective church communication still today is individuals living as authentic Christians, inviting others and sharing their own personal faith story. The best advertising for growing our church or for a ministry event is personal invitation. It takes people, not more pamphlets. Invite!

Additional communication tools and resources at Christ Church include:

- Website
- *The Connection* Newsletter
- This Week at Christ Church Email Blast
- Worship Bulletins
- Onscreen Worship Announcements
- Sunday School Announcements
- Posters or Flyers
- Ministry Spotlight
- Facebook
- Twitter
- Community Advertising

Publicizing Your Events and Items

Please use the Communications Request Form to submit publicity requests. It can be found online at www.cumcsl.org/communications. This simple form will automatically route your requests to the appropriate staff member for the multiple tools available for in-house publicity including the newsletter, email blast, website, onscreen worship announcements and Sunday School announcements. You may also choose to work with your staff representative for help in publicizing an event, study or ministry.

The Connection

The Connection is currently published once a month. Deadlines may change for holidays, but general deadlines are as follows:

Edition	Submission Deadline	Mailed
January	December 5	December 28
February	January 1	January 20
March	February 1	February 20
April	March 1	March 19
May	April 1	April 20
June	May 1	May 21
July	June 1	June 18
August	July 1	July 20
September	August 1	August 20
October	September 1	September 21
November	October 1	October 22
December	November 1	November 19

Website

Each ministry leader and staff representative should diligently review the website and submit updated information about their specific ministries to webmaster@cumcsl.org. Submit web announcements through the Communications Request Form. Please allow a minimum of two weeks for extensive changes or new additions to the website.

This Week at Christ Church Email Blast

The weekly email blast goes out on Wednesday and highlights that week's announcements and events. It also contains a link to our newsletter. Email webmaster@cumcsl.org to be added or removed from the email blast distribution list.

The blast includes announcements or reminders of events that occur the week of the email blast or have a registration deadline that week. Generally, it is policy not to include an announcement for 2 consecutive weeks. The deadline for the blast is Monday of the prior week; please submit requests through the Communications Request Form.

Posters

Contact Bobby Wooley, Communications Coordinator, at 281-690-4750 or cumcommunications@cumcsl.org to reserve poster space and dates or to discuss the design.

The Communications Team is here to help. Please contact Bobby Wooley, Laura Gratz or Karen LaMotta for questions, ideas or help with specific events or publicity needs.

Ministry Spotlight

The Ministry Spotlight is an opportunity to share testimonies and information with the congregation by highlighting the way God is working through a particular ministry at Christ Church. Contact Bobby Wooley at communications@cumcsl.org or 281-690-4750 to schedule a Ministry Spotlight.

Facebook

Contact Bobby Wooley at communications@cumcsl.org or 281-690-4750 to discuss possible postings on the Christ Church Facebook page. Remember Facebook is a great way for you to personally invite your friends to connect with Christ Church.

Press Releases and Community Advertising

Please contact Karen LaMotta at 281-690-4767 or karenl@cumcsl.org to coordinate efforts for community advertising. Advertising lead times average between two weeks and two months, so advance planning is needed. **Any information distributed to the public needs advance approval.**

MEDIA PRODUCTION (A/V) SUPPORT

A Media Operator is required when running video/slides through the computer to the screens and monitoring sound levels for visuals and microphones in the sanctuary. If a microphone is simply on and no visuals are to be displayed on the screens, then no operator would be necessary. The same is in effect for the gym. A projector and screen can be provided and a microphone on; but, if there is cause for the Media Operator to be in attendance and control sound and/or visuals, then a fee would be assessed.

Sound fees are \$25/hour for members as well as non-members with a minimum of two hours including Set-Up/Tear-Down time. Checks should be made out to CUMC and can be submitted at the event or mailed to the church office. No tips (cash, gift cards or the like) are to be offered or accepted. Please note that a \$25 Set-Up Fee may be charged.

Photography is available to take pictures of your events upon request. Mary McCaine coordinates these efforts as they come. As well, she maintains a Photo Archive of all the different events. There are quite a few people out there that take pictures of their ministry's events and events that they simply attend. As with the Sound, we appreciate volunteers from your ministries helping this ministry. Please ask your shutter bug volunteers to submit their pictures on CD or DVD so that we can properly archive them for future access.

For questions regarding audio/visual support, contact Gerald Brewer, Director of Media Production Ministry, at 281-690-4772 or gerald@cumcsl.org.

MEDIA PRODUCTION POLICY (APPROVED BY TRUSTEES OCTOBER 2010)

In order to enhance the Word of God through sight and sound, and in order to continue to offer quality media support while being good stewards of the church's financial gifts, the Media Production. Ministry has developed these guidelines.

Worship

Media support will be provided for all worship services: Sunday morning worship, funerals, and weddings. Other events that contain elements of worship (such as prayer, meditation or the singing of hymns), but are primarily for the presentation of programs, concerts, dramas, or special speakers, come under the Special Events heading.

Regular On-Going Ministries

Regular on-going ministries that only occasionally need media support should offer the opportunity to learn basic media operations to their ministry volunteers. On the audio side, basic operations are defined as having the ability to turn on the system and monitor one microphone. On the visual side, basic operations are defined as having the ability to work with a simple projector and screen set-up provided through Facilities. If this opportunity for service is declined and your ministry area is not able to provide a trainable volunteer, then a fee of \$25/hour/engineer will be assessed your ministry area. Fees may be paid directly to the church with "Media Production Ministry" on the memo line or paid through a transfer from your ministry area budget to the Media Production Ministry's Designated Fund. Because of the technical level of expertise required to run visuals through the computer to the screens, while also monitoring sound levels (in the Sanctuary and/or FLC Gym), a media engineer will always be required and the fee would be assessed.

One-Time Special Events

Any ministry area or group desiring media support for special events should contact their staff representative. The staff member and the Media Production Ministry Director will discuss the need for support, the number of engineers that would be required, and how the assessed fees would be covered.

In the case of special events, a minimum of two hours (including set-up and tear-down) will be assessed. When special events are fund-raising events, then the staff member should consider the cost of media support when setting the price for the event.

To Request Media Support

The Ministry Leader or staff representative must complete the media segment of the Facility Request Form at least two weeks prior to your event. You must receive confirmation of approval from the Media Production Ministry before advertising your event. Approval will be based on the number of events already scheduled and the availability of media volunteers at the time of your event. Training for your ministry area volunteer must also be scheduled at least 48 hours prior to your event. If already trained, your ministry area volunteer may simply verify equipment proficiency 48 hours prior to your event.

Cancellations

If you or your ministry area volunteer does not make contact within the 48 hour timeframe, the event will be cancelled from the Media Production Ministry calendar. Ministry Leaders will be notified that media support is cancelled. It is the responsibility of the Ministry Leader to provide a minimum of 24 hours' notice of cancellation to the Director of Media Production. If proper notification is not given, a \$25 cancellation fee will be assessed.

hours w/ volunteer

0 - 2 FREE*
2 - 4 FREE*
4 - 6 FREE*
6 - 8 FREE*

w/o volunteer

\$50/operator
\$100/operator
\$150/operator
\$200/operator

*a \$25 set up fee may be required

ROSTERS & ATTENDANCE

Data for our member and visitor information is stored in a software program called Fellowship One. This data can be very useful to your ministry in numerous ways. Aside from the normal address, phone and email information, our front office personnel can provide various informative lists through Fellowship One that may be customized to meet your ministry's needs. You may request lists sorted by age, subdivisions, gender, attendance in worship and small groups, marital status and more. These lists may be used to establish the basis for a new ministry, to create a call list for volunteers, to create an invitation mailing, email list and more.

When requesting a list, please forward your request to front office personnel a week in advance by phone or email. Or, if you are a small group leader, you may request to have access to our Small Group Ministry Leader web access to Fellowship One. In this setting, you may mark attendance for your group, maintain prayer requests, send emails out to your group and more. Contact Debbie Meier at 281-690-4740 to make this request.

Updates On Personal Information/Rosters & Attendance

- Updates include personal address changes, marriages (or combining of households), divorces (or separating of households), births, deaths, email changes, phone number changes, new memberships, maintaining transfers to and from other churches and any other important vital statistic.
- Formation of new groups for any purpose should always be assigned to a Director and should always be reported to the front office personnel. This will ensure your new group has the means it needs to fully grow spiritually and physically and the group will also have a roster so the leader as well as the church will have a list of its participants.
- Producing new rosters (both for leaders and for our database), updating rosters and maintenance of any/all small groups including (but not limited to) Adult Sunday School classes, all Bible studies, any ministry group, mission group, Home-Groups, Emmaus walks, and/or any leadership training courses, continued education courses, and any activity important to the spiritual development of an individual or group of people. It is extremely important that we have a current roster for each of these activities. These lists are often generated for Directors for many uses such as mailings, email notices, phone calls and other important means of communication. The accuracy of these rosters is very important and appreciated by the Director of your small group.
- Documentation of the attendance of members and visitors in worship is extremely important to Christ Church for many reasons. This helps track our growth, determines our apportionments and provides statistical information vital to both our church and our District Superintendent. As a leader of our church, please help remind others in our congregation to "sign in" each time they are in worship or in attendance in a small group to help us ensure accuracy.



CHRIST

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WORSHIP



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