

OFFICE POLICIES AND PROCEDURES

Adopted November 1, 1997

Last Revised February 9, 2017

The staff of GABC has adopted the following office policies and procedures to enhance the work of all church ministries and to enable us to be good stewards of church resources. Please carefully review each statement. Your faithful cooperation in following these policies and procedures is deeply appreciated.

Submitting bulletin announcements

The deadline for submitting bulletin announcements is noon on Thursdays. Announcements must be approved by the secretary, and may be edited. We prefer that announcements be submitted in writing or by e-mail. Please include your name and telephone number. We will also accept announcements by phone before noon on Thursdays. Announcements submitted after the deadline will be postponed for a week in inclusion in the bulletin but may be sent out by e-mail on Friday or Monday.

Placing a date on the church calendar

All dates for church activities taking place in the church buildings (other than regular worship services and Sunday School) should be submitted to the Secretary. Please call or e-mail the church office to reserve the room(s) you wish to use for an activity and to have it placed on the church calendar.

The church's Program Team (consisting of the staff and ministry leaders) is responsible for scheduling events for the church.

Using church facilities for non-church activities

Requests for space usage for non-church activities should be submitted to the secretary. No event is definitely scheduled until it has been approved by the secretary and posted on the church calendar on our website. Requests for space should be made as early as possible.

Church activities take priority over privately sponsored activities when there is a conflict.

We do not charge a rental fee, except for weddings.

Set-up and clean-up are the responsibility of those using the facility. Anything requiring extra janitorial service will be billed to the responsible person or organization.

Please make sure lights are turned off and doors locked before you leave the building, and that everything is as you found it (or better).

Obtaining building keys

All buildings are kept locked when not in use.

Original keys to all locked doors are kept in a locked box in the church office. The original keys will not be loaned.

Duplicate keys are kept on a wall rack in the office and may be loaned for brief periods of time. These keys may not leave the church's property and should be returned immediately after use.

Church ministry leaders with an ongoing need for building keys may obtain them from the secretary. Pastoral staff, office staff, janitorial staff, elders and deacons may be given access to building keys.

People needing a key temporarily should request one from the secretary at least one working day before the key is needed. A record will be kept of keys borrowed, who borrowed them, date borrowed and date returned.

Please do not make copies of any borrowed keys. These may damage the locks. If a copy is needed, please request it from the secretary. DO NOT lend or give keys to someone else.

The southwest door of the main building has a coded lock which is changed periodically. If you need to use that door, please contact the secretary for the code.

Use of church office equipment

Church office equipment (photocopiers, computers, laminator) should be used only for church purposes. Reasonable personal use of the office photocopier is permitted with approval by the secretary. Personal copies must be paid for at a rate determined by her. Please ask the office staff for assistance if needed.

The photocopier located in the main building is for church use only. Please do not use it for personal copies.

Any problems encountered while using the photocopiers or other equipment should be reported to the secretary immediately. If occurring after office hours or on weekends, problems should be reported to her at the beginning of the next work day.

Assigning work to the church secretary

The secretary's first priority is to complete the work of the pastoral staff and elders. If time permits, she will be happy to assist with clerical work associated with church ministries. In order for the secretary to plan her work, we ask that you submit work requests as early as possible. Please submit work requests during office hours only.

Please understand that the secretary's work load does not permit her to perform work of a personal nature.

Borrowing church property

Requests to borrow church property (chairs, tables, etc.) should be submitted to the secretary by phone, e-mail, or in writing. Please let her know how many of the needed item you wish to borrow and when you will be picking up and returning them.

Please do not borrow items from the church without notifying the secretary or the office staff.

Check requests

When you have used personal funds to purchase items for a church ministry and wish to be reimbursed, a "Check Request Form" (available in the church office) with receipts attached must be submitted to the secretary. The form must be signed by the person overseeing the budget line, the secretary or an elder. Purchases should not be made without the prior approval of the person overseeing the budget line. Please allow one week for reimbursements.

Requests for checks needed for future purchases must be turned in one week before the check is needed.

Charging purchases

Persons in charge of budget lines and other ministry leaders are authorized to charge purchases to the church account at selected businesses. Please turn in receipts for charged purchases to the secretary as soon as possible after the purchase.

Purchase Orders

Literature and office supplies for use by church ministries may be ordered by the office staff with approval by the ministry leader.

CDs

If you wish to obtain a CD of a worship service, please call the church office during regular office hours. Individuals who ask for copies of sermon CDs will be requested to reimburse the church office in the amount of \$1 per CD.

Copying Materials

Copying of DVD's, CD's and written material can be done within copyright laws. It is illegal to duplicate copyrighted material without permission. Please do not ask the church staff to do so.