

## FAQ'S: How does my committee or group ...

### Become recognized as a St. Paul's ministry or committee?

A group of two or more parishioners with passion and ideas for starting a new ministry can discuss their idea with a member of clergy or someone on the vestry. When ready, the group will submit a Proposal Form, included in the appendix, to the vestry. A vestry representative will notify the group of approval and work with the new ministry on getting resources updated to reflect the new ministry's presence to the parish.

### Request space and a date to hold a meeting or a ministry event?

Check to see what space may be available for any dates that you are interested in by going to the St. Paul's website to the [Room Reservation Calendar](#), a read-only calendar that shows what areas have already been reserved.

A Room Reservation Form may be returned to the church office; you may [download the form](#) and send a completed copy via email, or return the paper copy to the church office. You may also email the Facilities Manager ([facilities@stpaulscary.org](mailto:facilities@stpaulscary.org)) and make your request by including the appropriate information from the form.

If you need audio/visual equipment for your event, please send a request to [audio@stpaulscary.org](mailto:audio@stpaulscary.org).

Please clean up after your meeting or event. If you have questions about Facilities use, the policy has been included in the Appendix for your reference.

### Request a Key for Building Access?

Keys can be issued on either a Temporary or Permanent basis, depending on the needs of the ministry. The Facilities Manager can work with you on determining the best way for you to have access to the resources and you need. The Building Access policy is included in the appendix and [linked online](#) for reference, but you are encouraged to contact [facilities@stpaulscary.org](mailto:facilities@stpaulscary.org) to discuss your particular needs.

## Publicize my ministry or our meeting or event?

Publicity for ministry meetings and events at St. Paul's can be accomplished through varied means:

- announcements in the printed Sunday bulletin,
- posts on the St. Paul's website,
- posts to the St. Paul's Facebook page,
- features in the weekly St. Paul's Parish Update email,
- announced by clergy during Sunday services.

The Appendix includes Communication Guidelines as a resource for best practices, if this is new to you.

*To get an announcement in the Sunday bulletin:* Send your written announcement to [announcements@stpaulscary.org](mailto:announcements@stpaulscary.org) with a 2-week lead time, if possible. If you want the announcement to appear for several weeks, please include that information in the request accompanying your written announcement text. Note that bulletin announcements are edited for space limitations.

*To get information included in the weekly email update, included in a post on the St. Paul's website, or posted on the St. Paul's Facebook page:* Send your announcement to [PleasePost@stpaulscary.org](mailto:PleasePost@stpaulscary.org). You may send this information at any time, keeping in mind that the weekly email is compiled Wednesdays by 5 p.m. The information will be reviewed and may be edited by staff.

*To ask the rector to make an announcement on Sunday morning:* Submit your request via email to the rector by 10 a.m. on the Wednesday prior to the Sunday announcements. Include all pertinent information. The rector will determine which announcements can be made based on content and priorities each week.

*To put up a display in the narthex:* Please contact the Office Administrator at [stpauls@stpaulscary.org](mailto:stpauls@stpaulscary.org) for help in planning any displays. Advance notice of at least 2 weeks is suggested, so that we can balance the needs of all ministries in the space that we have.

*To use digital media to share information about my group:* Digital Media Guidelines have been developed by the Communications Committee and are included in the Appendix. These Guidelines are specifically targeted toward online group communication services such as Facebook, YouTube, Instagram, websites, and video conferencing.

## **Host a Coffee Hour?**

Once or twice a year, ministries are invited to host a coffee hour between the Sunday services. Coffee is the main requirement – children and youth snacks are covered by those ministries. Instructions are provided, and someone can walk you through the process the first time. Many ministries choose to offer light food items, but this is not necessary, and the idea is to keep it simple. This is a time for fellowship and conversation. Most importantly, this is an opportunity to highlight your ministry and any upcoming activities. The hosting ministry is also featured in the Prayers of the People and bulletin announcements of the day.

## **Request childcare for an on-campus event?**

Please see the “Child Care Policies and Procedures” [linked online](#) or found on page 22 in this handbook. Childcare requests can be made for meetings and/or events on church grounds. Please contact Kids’ Club director Laura Gorman ([laura.gorman@stpaulscary.org](mailto:laura.gorman@stpaulscary.org)) *at least two weeks before the event.*

## **Get permission from the Vestry to serve alcohol at my event?**

Recognizing that occasions may arise when there will be a desire on the part of some persons or groups to serve alcoholic beverages on church property (other than at Holy Eucharist), the vestry of St. Paul’s has established a policy and procedure for such use. A copy of the policy, procedure, and request form is available in the appendix, [online](#) or in the church office. Please contact the Senior Warden or Junior Warden if you have questions.

## **Get a letter, flier, or brochure printed or photocopied at the church?**

Use of the St. Paul’s logo and letterhead should be approved by staff prior to printing. Assistance with design may be available, depending on lead time. Contact the office administrator to learn more about use of the church copiers.

## **Get permission to hold a donation drive or other fundraising event?**

Ministry leaders are asked to work with vestry liaisons before undertaking any new donation drives or fundraising events that are not already part of their ministry. Please contact your vestry liaison as soon as the event is being contemplated, but no later than 60 days in advance of the event date. The Fundraising Policy is [included online](#) and in the Appendix for your reference.

## Make a check or deposit request?

Any funds for St. Paul's ministries are to be handled through the Finance Director. Ministry leaders are not to open separate bank accounts. If a specific need for handling funds arises, the Finance Director will set up a restricted account.

- All checks are cut on Mondays.
- All checks must be requested by 9:00 AM on Friday ten days before the check is needed. Ten days later the check can be picked up after 9:00 AM.
- Please use the Check Request Form, available in the office or at [this link](#).
- All requests must be accompanied by receipts or other support documents.
- Invoices for services rendered by an individual and those without receipts require provider's social security number. The check will be reported as income.
- Check requests for an organization require the address and Federal Tax ID number.
- Restricted account requests can be made only by the chair of the ministry.
- Deposits are made on Mondays. Never leave cash in office mailboxes. Please ask the Office Administrator or the Finance Director to put cash in the safe.