

Office Procedures

Date of Procedures Approval:

Procedures Updated:

Procedures Owner:

These guidelines are intended to assist you in accomplishing the work of the church, and to promote understanding of the services the church office can provide. If you have any questions, contact the Office Administrator.

Newsletter

Deadline is 9:00 p.m. on the 15th of each month. Articles submitted after the deadline may go into the newsletter as space and time allows. There is no guarantee that late articles will be published.

Submit articles in writing. Be sure your name and daytime contact information is included. Typewritten or handwritten in ink articles are fine; however, e-mail submissions are best. Use a full sheet of paper or a separate e-mail for each article, even if the article is short.

Please do your own typing for flyers, surveys, and special items you want to include in Second Thoughts. If you need assistance with typing, the Office Administrator can help as time permits. Also, the Office Administrator can help with paste up. Camera-ready copy or electronic copy is due by regular deadline. If a file is sent electronically, be sure it is a simple format, as the printer at the church has difficulty printing overly complicated formats.

Copying

The church's copier is available for you or your committee members to do copying for your committee work. Call ahead if you have a copying project to make sure that there will not be any conflicts with office projects. If you have never used the copier, allow time for a lesson.

Typing and Mailing

The church office can assist with typing and special mailings. Adequate notice of at least one week is needed. The following are some services that are available:

- Postage
- Paper
- Envelopes
- Printed address labels
- Copier
- Postcards (such as reminders of meetings) can be produced and mailed by the church office with at least one week's notice before the date of the meeting.

Facilities Use

Reserve meeting and event space with the administrator as far in advance as possible by using Calendar Reservation Forms.

Meeting at the church without reserving space with the church office may result in interrupted meetings.

Every group that uses the building is asked to secure all exterior doors and windows after the meeting has ended, even if another group is still meeting.

Clean up your own mess immediately after your meeting or event. Paper supplies and vacuums are located in the storeroom and/or Furnace room.

Saturday night use of any room in the building requires your group to be sure the space used is ready for Sunday programming.

Mailboxes

Mailboxes are provided in the church office for all committees and Board members. Please empty boxes of materials regularly. Messages and other important information are left in mailboxes by staff and members of the congregation. This mode of communication saves the church money in postage costs and telephoning time.

Order of Service

The order of service for the upcoming Sunday service is printed on Thursday morning at 9:00 a.m. If you have an announcement or flyer to be placed in the order of service, it must be to the church office by Wednesday morning at 9:00 a.m. The Chairperson(s) of the Music and Worship Committee or the Office Administrator reserve the right to condense or reject announcements that are not appropriate. Flyers must be ready to copy.

Record Keeping

An appointed person from each committee will submit to the church office copies of the agendas and minutes from all committee meetings. The monthly Treasurer's report is also to be filed in the church office. These items are placed a binder for viewing by the congregation.

Any communication sent by a committee representative will also be required to be on file in the church office. All copies of letter should be given to the church office for appropriate record keeping. If a letter is sent to multiple people, one copy of the letter is sufficient with an attachment of all names and addresses the letter was sent to.

Submissions to the Annual Report

1. Annual Reports from committees are submitted annually as a summary of activity for the previous year. The reports are intended to inform members of completed business and ongoing business of each committee.
2. Committee chairs are responsible for writing each report and submitting it to the Office Administrator by the required date. Late reports will not be accepted.
3. Reports are to be submitted in writing (blue or black ink) or via e-mail (info@secondunitarianomaha.org) and are due on April 30.
4. Each report should be no longer than one typewritten page.
5. Each report should contain the following information:
 - The committee's mission statement.
 - A listing of all committee members.

- Summary of prior year projects and activities, highlighting major decisions, changes and accomplishments.
- Summary of budget items, if major expenditures were incurred.