

MIDDLETON COMMUNITY CHURCH

OFFICE PROCEDURES

Basics:

Office phone number: (608) 831-4694
Office email: mccucc@middletonucc.org
Church website: www.middletonucc.org
Pastor Zayna's email: mccpastor@middletonucc.org

The church office is open Monday-Thursday 8am-noon.

The best time to reach staff is Mon-Thurs mornings, including those working from home.

Our offices are closed Fridays & Saturdays.

If there's an emergency over the weekend, contact us via our personal phones.

Staff may be working from home some of the time, but you can still reach us using the church phone number. Leave a voicemail message, and a recording of the message will immediately show up in our email inbox.

If you choose the voicemail option "if you need a more immediate response...", and leave a message, it will be forwarded to the entire staff, and one of us is likely to see it promptly.

In all communications (especially written), be sure to give your full name and the board or committee you are affiliated with, along with the best way to reach you.

Contact information for church members (address, phone email) is available from the church office. The office can send out emails or mailings, if requested.

When planning an event, check with our office manager to make sure there are no conflicts. Notify the church office as early as possible once you've decided upon the date. Either add the event to the church calendar, or ask a staff member to help you.

Be sure you publicize your event well in advance. **Submit a [Communications Request Form](#) to the office to indicate how you'd like it publicized.** Articles can be included in the [Communicator](#) (which is printed and released online at the end of each month), the [Weekend Update](#) e-newsletter (which comes out weekly), the church Facebook page, the Members and Friends Facebook group, or our website. Deadlines for bulletin or newsletter announcements, church mailings, etc. are specified [elsewhere in your folder](#). Please be respectful of these deadlines, and make sure that all materials submitted for publication are accurate and complete.

If possible, please designate one person from your board or committee as the contact person for a particular event. This will avoid confusion and delays.

Whenever possible, submit your items in an electronic format (email attachment, flash drive, etc.) or as a clean paper copy that can be duplicated. If necessary, the church office can convert handwritten items into an electronic format.

Meeting Announcements and Minutes:

Boards normally meet on the first or second Mondays (currently, the Boards of Christian Education and Worship meet on the first Monday, and the Boards of Membership & Fellowship, Mission & Stewardship, and Finance on the second.) Boards usually don't meet during July. The Church Council normally meets on the third Monday. If you make any changes to this schedule, or if you have any special meetings or events, be sure to notify the office. Either add the meeting to the church calendar, or ask a staff member to help you.

Each board is responsible for circulating agendas and minutes to its members. Designate a board member to handle this responsibility. Use the board mailing lists. (ex: Board of Finance = bof@middletonucc.org – and it would include all members of the BOF, the moderator and mod-elect, the pastor, and the office manager)

The chair of each board will receive a middletonucc.org email account, which will allow him/her to schedule/host Google Meet meetings and access other features of Google Workspace for Nonprofits.

Financial Matters:

The treasurer's report (which shows income and expenditures for each month, as well as budget and year-to-date amounts) is available after the Board of Finance meeting each month. Copies are distributed via email to each Board representative on the Church Council.

The financial reports have been organized so that the budget lines for which each board is responsible are grouped together under each board's heading. It is each Board's responsibility to monitor those budget lines and make spending adjustments as necessary. Please contact the church office, the pastor, or the treasurer if you need any assistance or have questions.

Mailings:

Notify the church office as early as possible of any mailing you are planning. All items should be submitted together, along with any special instructions regarding format, paper size or color, and envelopes. The church office can assist you in ordering these items. Rather than doing a mailing, consider whether we can send out the desired information by email, our e-newsletter, or other print publications.

Purchasing:

If you make a purchase on behalf of the church, you can request reimbursement by filling out a [check requisition](#) form, accompanied by a receipt. ([Fillable PDF form](#))

Vendors are sometimes willing to bill us directly. Ask them if this is possible.

Many items can be purchased through a vendor with whom we already have a standing account (Amazon, Office Depot, etc). The church office is able to make these purchases for you, if you provide contact information for the vendor and details about the item(s) being purchased.

When making a purchase, use our tax-exempt number so that we will not be charged sales tax. [Our tax-exempt certificate](#) is available in the office, or can be e-mailed to you upon request.

If you have questions about this, speak with the church office or pastor.