

Design For Ministry

A Policy and Procedure
Handbook

Hope
Presbyterian
Church

August 2012



Hope Presbyterian Church
7132 Portland Ave So
Richfield, MN 55423
<http://www.hope-pc.org>



Phone Numbers

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 Leslee Day
Director of Family Ministries Ext. 3157
 Heidi Connors
Family Ministries Office Ext. 3155
Minister for Worship and Music Ext. 3136
 Dean Palermo
Property Manager
 Keith Koenig Ext. 3115

Hope Presbyterian Church Statement of Purpose

Centered in Christ
Sent in His Love

Foundational Scripture Verse:

*“...that at the name of Jesus every knee should bow...
and every tongue confess that Jesus Christ is Lord.”*
-Philippians 2:10-11

To All Volunteer Ministers:

This “Design for Ministry” handbook is meant to help you succeed at Hope Church in your service to the Lord. Please read it carefully and follow the guidelines listed.

If you have any questions, please feel free to call.
We appreciate you!

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Mailings

Postcards, letters and fliers can be reproduced at Hope.

Address labels are available for most of the groups here at Hope. Please allow **5 working days** for label requests.

Please note: it would be appreciated if a representative of your group could adhere the labels and stuff envelopes for large mailings.



Bulk Mailings must be 200 pieces or more and requires assistance from your group. Allow **5 - 10 days** for delivery by Postal Service.

NOTE: All bulk mailings must be in to the Administrative Assistant **2 weeks** before you want them in the mail.

Recycling

Hope recycles pop cans, food cans, plastic beverage containers, bond paper and newspaper. Kitchens are equipped with recycling containers; containers are also located throughout the building and near exits.

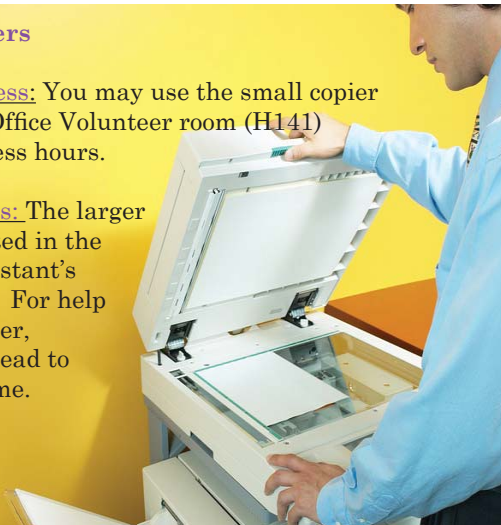
Secretarial Assistance

If you need assistance, call the church office and you will be directed to the support person for your ministry. Please allow at least **5 days** for materials to be typed and printed. If your handouts, registration forms, etc. are copy ready, we can duplicate the number needed.

Use of Copiers

10 copies or less: You may use the small copier in the Main Office Volunteer room (H141) during business hours.

Over 10 copies: The larger copier is located in the Ministry Assistant's office (H117). For help with this copier, please call ahead to schedule a time.



Facilities

Building Hours

Main Office business hours are:

8:00 a.m. to 4:30 p.m., Monday through Thursday

8:00 a.m. to 12:00 noon on Friday.

8:00 a.m. to 12:00 p.m. Sunday.

Volunteer Office is open 8:00 a.m. - 1:00 p.m. on Saturday.

Church Building Hours:

Monday - Thursday 7:00 a.m. - 9:00 p.m.

Friday 7:00 a.m. - 5:00 p.m.*

Saturday 8:00 a.m. - 3:00 p.m.*

Sunday (program season) 7:00 a.m. - 9:00 p.m.

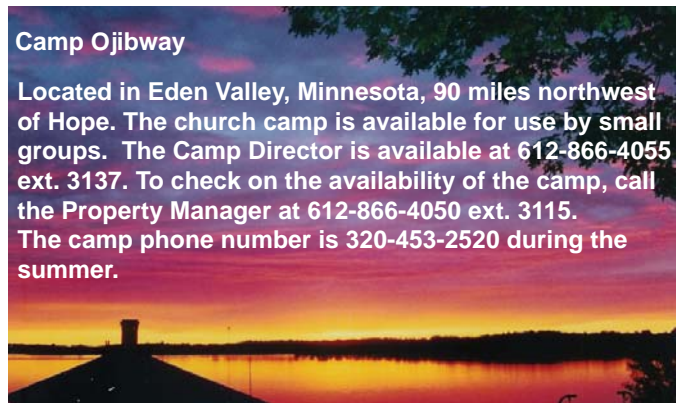
*The church will be open until 9:30 p.m. on the second full week-end of each month for evening events.

Entry #1 by the Main Office is open at these times. Any other doors will be opened by request.

Other than the identified times listed previously, the church campus will be locked for security purposes.

Camp Ojibway

Located in Eden Valley, Minnesota, 90 miles northwest of Hope. The church camp is available for use by small groups. The Camp Director is available at 612-866-4055 ext. 3137. To check on the availability of the camp, call the Property Manager at 612-866-4050 ext. 3115. The camp phone number is 320-453-2520 during the summer.



Policy Regarding The Use Of The Church Campus Facilities

The facilities of Hope Presbyterian Church are available to church members and non-profit organizations (collectively referred to as User Groups) provided the nature and purpose of the User Groups and/or the events sponsored by the User Groups are not inconsistent with the evangelical Christian values of the church. For profit organizations or for profit activities of User Groups are not eligible for use of the facilities. The Finance and Property Committee has the delegated responsibility for determining whether a User Group or event is deemed inconsistent.

All applications for use of the facilities are to be submitted to the Receptionist or Property Manager.

Priority Use

The first priority shall be to meet the needs of the programs of Hope. User Groups shall have equal second priority status on a first come, first served basis.

Term of Use

User Groups seeking to use the facilities on a continuing basis (weekly or monthly) for more than three consecutive months must receive prior approval from the Property Manager. The maximum term for a continuing use shall be one year, after which another application and approval will be required. Any User Group who uses the facilities on a continuing basis may be bumped for the program needs of the church, provided they are given adequate advance notice. Single rented events may not be bumped.

Weddings and Wedding Receptions

Weddings may be scheduled more than one year in advance. Only church members or the immediate family may schedule a wedding. No weddings will be scheduled in December. Only one wedding will be scheduled per weekend. No dances or alcohol will be allowed.

Publicity

Hope Church Bulletin: Please type or write out your announcement in 1 or 2 sentences. Include time, place and purpose; note which Sunday you wish it published (no more than 3 Sundays). All copy must be submitted by **9:00 a.m. Tuesday** of each week, to the church Ministry Assistant.

Church Newsletter: Submissions to Hope Alive are welcome. Word count is 300 for articles, and 200 for events and ways to serve. Please check the bulletin or call the church office for deadlines.

Tables in the Link: You can publicize your church event or meeting by taking registrations, selling tickets or giving out information on Sunday mornings in the Link. Tables are available first come, first served at the end of the Link.

Visitor Information Desk: Information about Hope Church and its programs is available at the Visitor Information Desk in the Narthex area.

Hope Link: Information about Hope Church programs is available at the Hope Link Information racks located at the end of the Link just outside Social Events.

Sanctuary Screen Slides: Please submit items for the screen to the Ministry Assistant **1 week before** your event.

Lost & Found

Check in the Main Office during regular business hours for missing items. The Lost & Found closet is at the bottom of the stairs across from the Main Office - H015.

Music

If music is needed for your event, contact the musician or group directly. Call the church Minister for Worship and Music if help or advice is needed. Use of the organ or grand piano must be pre-approved.

Hope Church has a policy of not paying church members for their music services. You may, however wish to reimburse their expenses (i.e. travel, baby-sitting, music purchases.)



Office / Phone Use

The Volunteer Ministries Room has a telephone for your use. There is also a phone in the hall across from the Main Office for general use. If you need to make a long distance, call please contact a staff member for assistance.

Problem Solving

Hope is your church. We are working together to serve the Lord. We will try in every way to encourage, support and help you. If you are having any problems, please contact your Staff Ministry Team contact.

Funerals

Funerals may be scheduled for church members, regular attendees and the immediate family of both. Pastors, at their discretion, may schedule other funerals.

City of Richfield and Richfield School District

The church will provide space for elections at no cost. All other events will require a fee payment.

Overnight Accommodations

Overnight accommodations will only be made available for Hope ministries.

Cursillo and Similar Programs

Hope may make its space available for Cursillo weekends (Men's and Women's or TEC) and similar programs subject to approval by the SLT. The fee schedule will not be used for such events, however, it is expected that the organization will reimburse Hope for its direct, out of pocket expenses. Hope will host one of these events only once every other year.

Fees

Fees for room rentals will be reviewed annually, adjusted as necessary and approved by the F&P Committee. Hope members will be entitled to a discount from the standard fees for other User Groups.

Fees charged for User Groups may be waived if the event receives an endorsement from the department/program most closely associated with the event.

Decorating Policy

1. We request that you **do not use any kind of tape** on painted walls, poles, tile or carpeted floors.
2. You may use masking tape or gaffers tape to tape banners, posters and other types of wall decor on the brick walls only in the Social Events room. Please remove all decorations immediately following your event. All décor left in the room will be removed and disposed of by the custodial staff that night or the following day.
3. In the Fellowship Hall, three bulletin boards are available for decorations. Please do not use any kind of tape on the painted walls or the floor.
4. Helium filled balloons are permitted.
5. Table Décor: Groups are responsible for table cloths and napkins. Bud vases and votive holders are available from the hospitality area.
6. Bulletin boards have been provided around the building for posters and fliers. Please contact the Ministry Assistant for information on bulletin board use. Please remove posters promptly after your event or meeting.

Entries

Hope's entries are clearly numbered on the outside of the building. Only those entries requested will be opened for your meeting (please request those closest to your room). By sharing the entry number(s) with your participants, you will be saving them extra time and walking as our building is spread out.

Forms Available from the Main Office

Accident / Incident Reports
Deposit Envelopes
Event Requisition Form
Event Planning Packet
Maps of the Facility
Maps to Camp Ojibway
Reimbursement Forms

Sound System

The Social Events Room, Sanctuary, Chapel and Fellowship Hall are wired for sound amplification. In all cases, please note your sound needs on the Requisition Form. Do not try to operate any of these sound systems without custodial help. If your sound needs are technical you may need to hire a Sound Tech. To do so please contact the Minister for Worship and Music.

Support

Childcare and Nursery



Child and nursery care is provided on Tuesday and Thursday mornings, 9:30 – 11:30 a.m. (\$3.00 per child) and Wednesday evenings 6:30 – 8:00 p.m. (no charge). September through May. If you wish to use these nurseries while you are on the Hope campus, please call Family Ministries and pre-register.

Custodial Help

In most instances, custodial help should be requested in advance on the Requisition Forms.

Equipment

All equipment owned by Hope Church is available for use at the Richfield campus only. Any requests for tables, chairs, AV equipment, etc. for Hope events off site must be approved by the Property Manager. Hope Church equipment is not available for personal or public use off campus.

Audio Visual Materials

Hope owns overhead projectors, screens, sound amplification systems, projection systems, presentation laptop computers and VCR/DVD/Monitors.

All AV equipment is for use at the Hope site only. For retreats, off campus use, etc. contact the Property Manager.

Food / Refreshments

Coffeepots are available in each Hope kitchen. You are welcome to use coffee, cups, and creamer & sugar packets. All items used are to be cleaned and returned to the same place that you found them.



Rental Fee Schedule

The rooms in the Hope facility will be assigned according to the following rental fee schedule. All fees include room set-up and clean up.

<u>Room</u>	<u>Non-Affiliated</u>		<u>Members</u>
	Banquet Style	Non-Banquet	
Atrium		\$ 75.00	\$ 35.00
Conference Rooms		\$ 75.00	\$ 35.00
Classrooms (each)		\$ 75.00	\$ 35.00
Courtyard Room	\$150.00	\$100.00	\$ 50.00
Youth Room	\$150.00	\$100.00	\$ 50.00
1/2 Youth Room	\$ 75.00	\$ 50.00	\$ 25.00
Gymnasium	\$250.00	\$150.00	\$ 75.00
Sporting events		\$100.00	\$ 50.00
Link		\$100.00	\$ 50.00
Sanctuary		\$400.00	\$200.00
Social Events	\$400.00	\$300.00	\$200.00
C300North	\$200.00	\$150.00	\$100.00
C300South	\$200.00	\$150.00	\$100.00
C300H (Hall)	\$ 200.00	\$100.00	\$ 50.00
Fellowship Hall	\$350.00	\$250.00	\$ 175.00
A		\$100.00	
B		\$100.00	
Kitchen			
C308 (School)	\$200.00	\$ 50.00	\$ 50.00
H002 (Church)	\$150.00	\$ 50.00	\$ 50.00

Room Capacities

Social Events Room	
<u>Full room</u>	
45 Round Tables	360 people/chairs
30 Rectangular Tables	300 people/chairs
Auditorium Style	500 people/chairs
<u>Half room – South End</u>	
20 Round Tables	160 people/chairs
15 Rectangular Tables	150 people/chairs
Auditorium Style	300 people/chairs
<u>Half room – North End</u>	
12 Round Tables	96 people/chairs
15 Rectangular Tables	150 people/chairs
Fellowship Hall	
<u>Full room</u>	
25 Round Tables	200 people/chairs
20 Rectangular Tables	200 people/chairs
Auditorium Style	300 people/chairs
<u>1/2 room</u>	
12 Round Tables	96 people/chairs
10 Rectangular Tables	100 people/chairs
Auditorium Style	150 people/chairs
Chapel	
Auditorium Style	60 chairs
Gymnasium	
10 Rectangular Tables	100 people/chairs
12 Round Tables	96 people/chairs
Auditorium Style	200 people/chairs
Sanctuary	
Stationary Pews	Seats 500 people
Courtyard Room	
6 Rectangular Tables (only)	60 people/chairs

Caterers Recommended by Hope

Ala Carte Catering	952-888-5652
Connie's Catering.....	952-432-5377
.....	952-432-2778
Lettuce Cater	763-781-0702
www.lettucecater.com	
The Chief's Kitchen.....	612-501-0093
Nkpahn@yahoo.com	
Wells Catering Service.....	763-712-0987
www.wellscatering.com	

Emergency



In the event of a health or fire emergency, call **9-911** from any phone.

First aid supplies are available in the Main Office and in the Family Ministries Office. In the event of a serious injury, call **9-911**. In all cases of an emergency, notify the Main Office (ext.0). Pick up any phone and dial 0. An accident report must be filled out within 24 hours and turned in to the Main Office. Forms are in the Main Office and the Ushers closet.



Kitchen Use

Please request the use of the kitchen when you call the church Receptionist to request a room for a meeting or event. The kitchen fee is listed on the Rental Fee Schedule on page 6. Kitchens must be left as found or better.

You are welcome to use the utensils, flatware and dishes with permission. Use of the china dish ware is encouraged for ecological reasons. Instructions for operating the dishwasher are posted on the wall. Again, please call the Receptionist for permission to use.

Please **sign in** when your group is using the kitchen. A log for this can be found in the kitchen.

Follow the [Kitchen Policies](#) posted in the kitchens. We are licensed as a commercial kitchen and all policies must be followed to maintain that license.

All food stored prior to the event must be clearly labeled and dated. *Leftovers can not be stored at the church.*

Please **do not** remove any dishes, utensils, etc. from the Hope building. Please provide your own plastic containers for taking home leftovers.

Please Note: If your group uses a hired caterer, they must meet with the Property Manager before using the kitchen for the first time.



Room Scheduling

To Schedule your room: Contact the Church Receptionist. She will advise you of space and time availability. All meetings, events and programs must be scheduled at least **48 hours** in advance. If you intend to decorate the day before the event, you will need to reserve that day also (if room is available).

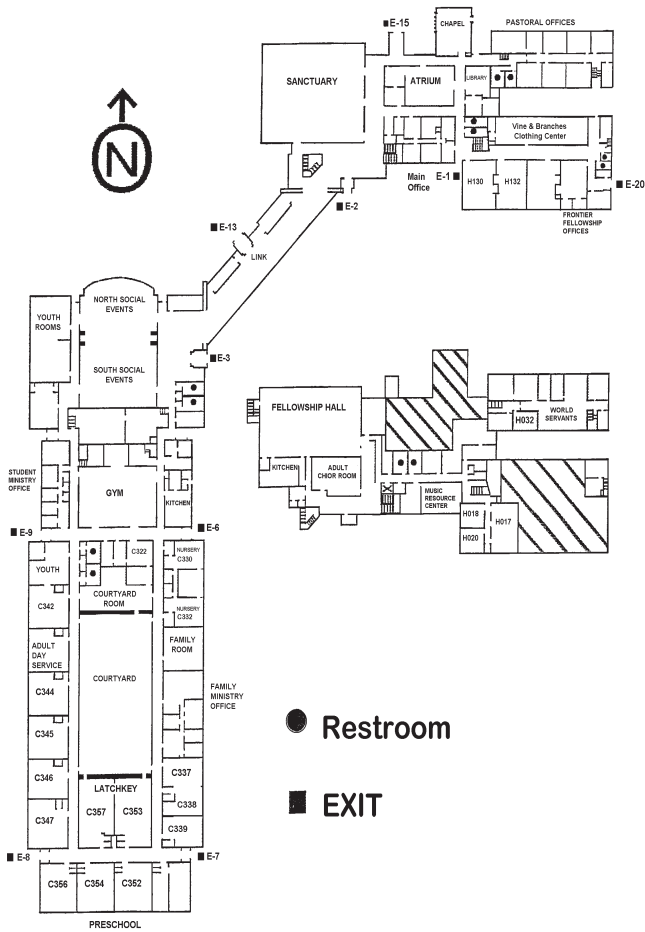
Requisitions: If your room requires a special set-up, you will need to fill out a Requisition Form for the custodial staff. This form includes chair and table placement and audio visual equipment requests. Forms are available in the Main Office and must be submitted no later than one week prior to your meeting.

Room Dividers: **Do not move the folding doors** in the Social Events Room or Fellowship Hall. Contact a custodian who will assist you.

Non Standard Hours Facility Use and Overnight Use

To schedule an event for a Friday or Saturday evening other than the 2nd full week-end of each month, the event must be pre-approved by the Property Manager.

Hope Church Campus



Meeting / Event Planner

Event _____

Date of Event _____

Number of People Attending _____

Date _____

- Room Reserved on Church Calendar _____
- Requisition Form Submitted _____
- Speaker Secured _____
 - Honorarium check requested _____
 - Directions to Hope given _____
 - Reminder call _____
- Publicity _____
 - Bulletin / Update _____
 - Newsletter _____
 - Poster /Easels _____
 - Table for the Link _____
 - Flyers / Handouts _____
 - Registration Forms _____
 - Tickets _____
 - Sanctuary Screen Slide _____
- Music _____
- Food / Refreshments _____
 - Property Manager contacted _____
 - Menu planned _____
 - Host / Hostess assigned _____
 - Clean-up _____
- Decorations _____
- Childcare _____
 - Names & Ages during ticket sales _____
 - Number attending _____