

## Administration & Calendar Scheduling Information for All NBC Leaders Updated: May 14<sup>th</sup> 2018

Welcome New Bethel Church Ministry Leaders! If you would like to host an event at the New Bethel Church, please follow the steps below for successful planning! An “event” includes but isn’t limited to a program, fundraiser, rehearsal, service, meeting, information booth/table or anything that includes the New Bethel Church name. If you have any questions, you may contact the church office at (913) 281-2002 or email us at [events@newbethelkc.org](mailto:events@newbethelkc.org)

All NBC Administration & Communication Forms are available online at [www.newbethelkc.org](http://www.newbethelkc.org) > “Events” Menu Tab > “Calendar Resources” Drop Down Menu Option.

### Step 1: Event Scheduling Form

**Suggested Submission: About 8-12 weeks prior**

Please complete this form to secure an event on behalf of a ministry of the New Bethel Church. An “event” includes but isn’t limited to a program, fundraiser, rehearsal, service, meeting, information booth/table or anything that includes the New Bethel Church name. After submitting this form, Sis Kim Parker will confirm approval.

**Situation A:** If the date(s) you request is available and event is permissible she will add it to the NBC google calendar and contact you upon approval within 1 week of submission.

**Situation B:** If the date(s) you request is available, but some needed support is encouraged before approval can be given, someone from the Quality Control Ministry will follow-up with you. After the Quality Control Ministry has discussed details with you regarding the event and has given the necessary assistance, they will contact Kim Parker with the approval status update. If Quality Control is involved the approval timeline may vary. The Quality Control Ministry will be involved in all new events and events that include large numbers, money being transferred, guest speakers, public advertising & multiple days

**Situation C:** If the date you requested is NOT available or permissible, she will contact you to either consider a different date or make changes to the event before an official approval.

An approval MUST to be given before completing a Ministry Announcement Form and/or JAM form.

***\*It is encouraged that all ministries seek guidance from the Quality Management Ministry to assure successful events.***

### Step 2: Announcement Request Form

**Suggested Submission: About 4-6 weeks prior to event**

Please complete this form to request a video announcement for an upcoming Sunday at the New Bethel Church. If you would like the New Bethel Church to announce or promote your upcoming event, meeting, rehearsal or program, it must FIRST be approved and on the NBC google calendar. The announcements are to promote programs, fundraisers, meetings and events that are not regularly scheduled. Personal announcements may not be made unless approved by the NBC Administration. All announcements must be 45 words or less. Please use correct days, dates and times. **If a special image, flyer or video is associated with the announcement, please email to [amaris.brady@newbethelkc.org](mailto:amaris.brady@newbethelkc.org) prior to submitting the announcement request form for approval.**

#### **Timeline Tips**

- All Video Announcements are due by 12 Noon on Wednesday in order to be included in the following Sunday. Any announcements submitted after 12 Noon on Wednesday will either be included in the following Sunday (if the event has not passed) or announced through Social Media and Email.

**UPDATE: If an upcoming event is already approved and on the calendar prior to the 3rd Tuesday of the month, it will automatically be in the following month’s Bulletin that is distributed the 1st Sunday of each month (unless the event has already passed).**

## **Step 3: JAM Form (Janitorial and Maintenance Form)**

**Suggested Submission: About 2-3 weeks prior to event**

Please complete this form to make sure the NBC staff is aware and prepared for the set-up of any upcoming event, meeting, program, fundraiser, rehearsal, service, booth, etc. Upon submission, someone from the JAM Ministry will contact you to confirm your form submission and discuss aspects of the information submitted if need be.

## **Step 4: Event Cancellation Form.**

**Suggested Submission: Please complete this step as soon as an event has been cancelled or postponed.**

This form is sent directly to the NBC Administration Team to confirm that an originally planned event for a specific day/time has been cancelled.

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## **Successful Planning Tips...**

- ✓ All NBC Leaders have a “**newbethelkc**” **google** email account. This account will give you access to see all other ministry events so that scheduling conflicts can be avoided. If you have difficulty accessing your account, notify the Office Manager, Noelle Swinton, to reset your password. To access your account, go to [www.gmail.com](http://www.gmail.com) > Sign in with your email address & password.
- ✓ If your ministry would like to have designated individuals pass out flyers or marketing materials at the New Bethel Church, you do not need to schedule to do so, but please get proper approval from Kim Parker prior to. You cannot pass out anything before a service but there is an option to pass out something after a service at The New Bethel Church.
- ✓ If someone other than the NBC Communications Team creates a flyer, handout, brochure or any form of marketing material, it **MUST** be approved by Amaris before being distributed to the general public. Please plan accordingly!

## **Financial Information**

- ✓ All events that include purchases and/or money collected, must submit a budget to Quality Control (Kim Parker or Tammy Combs). Budget Support Forms are available online at [www.newbethelkc.org](http://www.newbethelkc.org) > Events Tab > Click “Calendar Resources”.
- ✓ After a budget is approved, check requests can then be made to purchase the approved items. Check request forms are behind the Welcome Desk and must be turned in to the Finance Department. Checks make take up to a week to receive so please plan accordingly. Please turn in all receipts, change and invoices into the finance department. The process will be updated soon!
- ✓ If money is being collected, it **CAN NOT** be taken home by anyone!

*\*Please Note: The Financial Department will have updated information in the near future*

## **Resourceful Contact Information**

Kim Parker - [kim.parker@newbethelkc.org](mailto:kim.parker@newbethelkc.org) (Ministry Admin & Quality Control)

Amaris Brady-Willis - [amaris.brady@newbethelkc.org](mailto:amaris.brady@newbethelkc.org) (Ministry Support & Communications)

Tammy Combs - [tmoniquecombs@gmail.com](mailto:tmoniquecombs@gmail.com) or [tammy.combs@newbethelkc.org](mailto:tammy.combs@newbethelkc.org) (Quality Control)

Noelle Swinton - [info@newbethelkc.org](mailto:info@newbethelkc.org) (Office Manager)