

CHRIST CHURCH CRANBROOK



MINISTRY GUIDELINES



CCC MINISTRY GUIDELINES

*Thank you for volunteering your valuable time and talent to
Christ Church Cranbrook.*

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Since CCC is such a busy place, the following guidelines are provided to aid in the efficiency of each ministry:

Reserving space for a meeting or event

The first thing most people need to know is if they want to hold a meeting or gathering (on site or off site) they need to complete a “Green Sheet.” This form serves several purposes:

- Obtains approval of Rector and Parish Administrator
- Reserves space
- Reserves equipment
- Provides instructions for Sextons
- Places event on the CCC Calendar

Green sheets are available in the church office or online at <http://christchurchcranbrook.org/site/about/forms/> . It is under the *General* section: Facility Reservation (Green Sheet).

First check the church calendar to see if the space you want is available. It is online at <http://christchurchcranbrook.org/site/news-events/calendar/>. If the space is available, please submit a Green Sheet to Patricia Hirvonen by email to phirvonen@christchurchcranbrook.org or fax 248-644-0148. *Submitting this form to Pat does not mean a room will be reserved for you, it must be approved by the Parish Administrator and the Rector.* If you do not hear from Pat within a few days, you are all set. If there is a conflict, Pat will contact you.

If you would like to have a member of the clergy or staff at your meeting or event, please check with that person, or if it is the Rector you wish to have present, please contact Patricia Hirvonen, ***before*** you schedule your meeting or event.

Please be sure to clean up after your group in whatever space you are using. Besides disposal of trash, please dispose of cups and papers, put chairs back as originally found, etc. It is not the responsibility of the sextons to clean up after your meeting or event.

Alcoholic Beverages

Anytime alcoholic beverage are served, an equal amount of non-alcoholic beverages must be served with an equally attractive presentation as the alcoholic beverages. No alcoholic beverages (unopened or open) are to be left anywhere other than in a locked storage room or office when not in use.

The Episcopal Church New Alcohol Policies 78th General Convention (July, 2015)

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
3. Some dioceses and congregations may decide not to serve alcohol at events or gatherings. Others may decide to permit a limited use of alcoholic beverages at church-sponsored events. Both can be appropriate if approached mindfully.
4. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, vicar, or priest-in-charge must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a certified server is required.
5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.
7. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
8. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g. "wine and cheese reception/" "cocktail party/" and "beer and wine tasting."
9. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking alcohol is not an exclusively normative activity.
10. Food must be served when alcohol is present.
11. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.
12. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.
13. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.
14. 14. We encourage clergy to acknowledge the efficacy of receiving the sacrament in one kind and consider providing non-alcoholic wine.

Child Care

Please contact Kate Bell, Children's Minister, if child care will be needed for your event.

Communications

Each committee or ministry should appoint one person to handle communications with the Church Communications Department.

Request for Publicity/Flyers/Posters, etc.

- Complete the Communications Request Form:
<http://christchurchcranbrook.org/site/about/forms/>
- It is listed under General, Communications Request Form. Please complete and return to Peggy Dahlberg.
- If you would like to have something publicized in the *Communicant* (e-newsletter) and/or the *Take it Home* (insert to the weekend service bulletins), please email your announcement to Peggy Dahlberg at pdahlberg@christchurchcranbrook.org. All submissions are subject to editing and should be no longer than 150 words. If you would like a picture included, please email it and depending on space, we will try to publish it. Please give photographer credit when possible. The person /people in the photo must have given permission for photo to be used. All requests should be submitted no later than Friday at 12:00 PM for publication in the *next* weekend publications. *Because of space limitations we may not be able to publish all material submitted.*
- If you would like to have something designed and printed such as a poster, brochure, invitation, or form, please complete the Communication Request form and return it to Peggy Dahlberg along with as much information about your event as possible.
- Please note that any requests for publicity, the event/meeting must already be on the church calendar. (See above: **Reserving space for a meeting or event.**)

Communications within your Ministry/Committee

Each group is responsible for communicating within your ministry or committee. This include distributing schedules, party invitations, etc.

Christ Church Cranbrook has an online directory that all members may access. Instructions are on the website: <http://tinyurl.com/online-directory-instructions>. After you have signed up for the online directory, you may download the Church Life app to your smartphone or tablet. This is really handy to have the church directory at your fingertips!

Copier

There are two copiers in the Production Room. The smaller of the two does not need a code and prints in black only. The larger copier requires a code to be used and prints in color as well as black. Please see one of the members of the staff for your committee/ministry's code. This code assigns the cost of

each copy to your committee or ministry. The cost is currently about 1¢ for black and white and color copies are about 6.5¢.

If there is a paper jam or problem with the copier, please follow every direction on the front panel and attempt to fix the problem. If you still can't fix it, please notify a member of the staff and if no one is available, please put a note on the copier stating that there is a jam and that it is out of order.

If you use colored paper, please be sure to remove the left over paper from the drawer and return to where you found it.

Food/Meals/Kitchen

If your meeting or event involves food, your committee/ministry is responsible for providing all elements of the meal. This includes paper or plastic goods, the food and beverages. (Items that are in the kitchen belong to a specific group and should not be used.) Committees are welcome to use the church's coffee and coffee pots and disposable coffee cups (if necessary). If you need to take a coffee pot off site, please check with the Parish Administrator prior to your event. (It may be needed on-site.)

We encourage the use of the church plates, glasses and coffee mugs as we strive to be good stewards of the earth. All dishes must be washed and put back in the cupboards.

After your event is over, please make sure that the counters are wiped clean, the dish cloths are rinsed and hung over the edge of the sink by the refrigerator. *It is not the responsibility of the sextons to do your dishes or clean the kitchen after your event.*

Fundraising

All fundraisers must be approved by the Stewardship Committee and then by the Vestry. Please allow at least three months for this process. The Stewardship Committee and the Vestry meet monthly but meeting and approval times may overlap. *There are no fundraisers in the month of October, this is stewardship month.*

Mailings

Many times committees and ministries will need to mail more than a few pieces of mail. If you need address labels, please ask your staff liaison. Please give that person a few days to generate and print the labels if possible. Plan on organizing a group to stuff and label your mailing. If you need space to do this, please complete a Green Sheet. If a mailing is going to the entire parish (about 900 pieces) we try to send this bulk mail as it is significantly less expensive. Give yourself about a week to 10 days for mail to arrive at its destination. The bulk mailing service we use can address, stuff, seal the envelopes and apply postage. Please note that the cost of postage will be applied to the budget of the event.

Postage

There is a postage machine in the Production Room. Please see a member of the staff for instructions and your committee/ministry's code. Please note that the cost of postage will be applied to the budget of the event.

Requests for Reimbursement

Occasionally you will need to purchase food or supplies for your event or project. Every committee and ministry has a budget, please contact Kathy Doyle, Parish Administrator, for budget information. If you need office supplies, please order them through the church office. There is a catalog and order form in the accounting office. Please complete the form for office supplies and inform Lanette Browder, Bookkeeper, which committee should be charged. If you need to purchase food, or office supplies at the last minute, submit your original receipt with a check request form and give it to Lanette. A check will be mailed to you in about two weeks.

You can find a check request form in the Production Room or on our website at <http://christchurchcranbrook.org/site/about/forms/>. It is under the *General* section: Check Request.

Safe Church Guidelines

All staff members are background checked and required to take *Safeguarding God's Children* and *Safeguarding God's People*. All adults and youth who work with children and youth under the age of 18 are background checked and must take the course *Safeguarding God's Children*. All vestry members, Eucharistic visitors and pastoral care providers must take *Safeguarding God's People*. Please contact Pastor Manisha Dostert at mdostert@christchurchcranbrook.org for more information.

Staff

Staff can be reached by email using the first letter of the first name and the full last name followed by @christchurchcranbrook.org. I.e.: wdanahe@christchurchcranbrook.org

The church phone number is 248-644-5210 and the fax number is 248-644-0148.

Staff names and extensions are listed in church directory and on the website under the "Contact" tab.

Thank you for your time and talent. These guidelines have been compiled to take away some of the "mystery" of "who, what, when, where and why" of volunteering. Please do not hesitate to ask a member of the staff for direction or help. We will support you and your ministry in any way we can!

—CLERGY—

The Reverend Canon Dr. William J. Danaher, Jr.

Rector, Ext. 32

The Reverend Joyce Matthews Senior Associate Rector, Ext. 15

The Reverend Manisha Dostert Associate Rector for Youth,
Mission and Outreach, Ext. 30

The Reverend Imogen Rhodenhiser

Curate, Ext. 16

—STAFF—

Jill Bednas

Coordinator of Ministries and Director of
Children's and Youth Programs, Ext. 13

Joshua Boyd

Assistant Organist, Ext. 17

Kate Bell

Children's' Minister, Ext. 36

Lanette Browder

Bookkeeper, Ext. 35

Kathleen Bublitz

Director of Saint Francis Choir

Peggy Dahlberg

Director of Communications, Ext. 12

Kathleen Doyle

Parish Administrator, Ext. 11

Anthony Estes

Communications Assistant, Ext. 14

Patricia Hirvonen

Assistant to the Rector, Ext. 26

Donna Hughes

Handbell Director

Jenny King

Carillonneur, Ext. 39

Brian Leduc

Assistant Director of Music

Sarah Simko

Organ Scholar, Ext. 17

Richard Waldbott, Jr.

Sexton, Ext. 38

Christopher Wells

Director of Music and Organist,
Ext. 37

James West

Facilities Manager, Ext. 34

Henry Willette

Sexton, Ext. 25



Christ Church Cranbrook
www.christchurchcranbrook.org
248-644-5210