



HANDBOOK
for
MINISTRY LEADERS

St. Monica's Episcopal Church
Naples, Florida

HANDBOOK FOR MINISTRY LEADERS

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St. Monica's Mission Statement

"To engage, equip and empower one another to live our baptismal promises."

Note: The Ministry Groups and Teams list is a separate document that is accessible through the website under Resources/Ministry Groups and Committees.

Vestry Liaisons to Ministries and Committees at St. Monica's

Every member of the Vestry is assigned to be a liaison to an active ministry or committee at St. Monica's. As a ministry or committee leader, communication with your liaison is important in keeping the vestry and staff informed about how the ministry or committee is progressing and any needs you may have. This process enables the Vestry to know what the active ministries and committees at St. Monica's are doing and plan for the future.

Ministries and committees should share their goals and objectives or mission statement with their respective vestry liaison. The more each liaison knows about the ministry or committee, the more she/he can be an advocate in budgeting and program decisions. Consider the advantages of inviting the liaison to meetings and events to encourage the liaison to personally invest in supporting the individual mission.

Vestry members need to be aware of the kinds ministry work is being done at St. Monica's and can help make connections between various ministries and committees that are working in similar or overlapping areas, address any needs or concerns of the ministry or committee in order to provide support.

Ministry Leader Responsibilities

The primary responsibility of each ministry leader is to provide motivation and suggest resources so that the ministry can fulfill its mission. This may include recruitment and retention of volunteers, arranging for or conducting training for team members, maintaining team member information, setting goals and objectives for the ministry on an annual basis, scheduling and conducting meetings, providing definitions of ministry and team roles, demonstrating appreciation for dedicated volunteers and reporting to your vestry liaison and informing the congregation at large about the focus and accomplishments of the ministry. In addition, the following are specific tasks that are necessary to success.

1. Ministry leaders are to submit an annual report that describes ministry activities and methods, along with a financial report, if appropriate to the ministry, to their vestry liaisons by December 15 for the following year. This report will be a part of the Annual Meeting Report in January. The form is provided in the appendix of this Handbook.
2. A budget request for any budget needs of the ministry must be submitted to the vestry liaison by November 15 for the following budget year.
3. The Office Administrator, who maintains a list of ministry leaders, must be informed when the leadership of a ministry changes. The Office Administrator is to be notified of member changes for those ministries that are scheduled through the office (ushers, acolytes etc.).

Financial Support of St. Monica's

The financial support for the operating budget of St. Monica's Church ministries and committees comes chiefly through members' annual pledges. To encourage healthy stewardship and the most generous giving from each member to the overall mission of St. Monica's Church, we ask the cooperation of St. Monica's ministries in limiting fund raising for special interest ministries to avoid priority conflicts.

The process of creating the budget begins in the fall, with discussions between the rector and staff and with input from the ministries. Each ministry and committee should make its needs for the upcoming year known to its vestry liaison and staff contact person (if appropriate). There are no guarantees that all requests for funding will be granted. The operating budget depends on the results of the annual stewardship campaign. Ministry programs are funded by the operating budget.

All additional fund raising must be coordinated by and approved by the Vestry. All fundraising proposals must adhere to the guidelines of the Fundraising Policy. The proposal should be submitted in writing to the vestry two months prior to the proposed fundraising event. Extraordinary programs not funded by the operating budget are occasionally approved for fund raising, e.g. youth group tours, as long as they fit the mission of St. Monica's Church.

Monies from one budget line cannot be moved to another. Budget lines are approved by the vestry for the fiscal year and reviewed mid-year if budget cuts are necessary. Budget lines can be changed as a result of that process. If a ministry determines that it needs additional funds, an appeal should be made to the appropriate vestry liaison or staff person to make that request during budget formation time. St. Monica's Church is committed to fiscal responsibility and the staff cannot spend beyond the approved budget unless extraordinary circumstances warrant the request and not without the approval of the Finance Committee and/or the Vestry.

Budget Process

Each ministry, including staff and facilities, submits a budget request by November 15 to the Finance Committee. This committee compiles all the requests into a first draft expense budget. When the results of the Annual Giving campaign are known and estimates of other sources of income are made, income is added to the first draft budget.

This is presented to the Vestry, usually at its January meeting. If there are differences between income and expense projections, further work is done before it is adopted. Ministries are consulted. As soon as a budget is adopted, ministries are notified.

The appendix contains the recommended use **Budget Request Form**.

How does my ministry or committee ...

Find the St. Monica's Web site?

St. Monica's website is www.stmonicasnaples.org.

Post information on the St. Monica's Web site?

Ministry leaders and participants may submit articles and information to communications@stmonicasnaples.org and the web team will post them for you. All materials are subject to editorial revisions to assure accuracy of content, format, style, etc.

Submit an article to St. Monica's e-News?

St. Monica's e-News is a weekly email message to email subscribers. It tells of upcoming events and other important information. To subscribe, click on one of the links on the home page and follow the instructions. You can unsubscribe at any time by selecting the unsubscribe link at the bottom of the weekly e-News. If you register on the website, you will automatically be subscribed to e-news. Most articles in the e-News come from articles or announcements already on the website. If you want to have additional information in the e-news, send an email to communications@stmonicasnaples.org.

Request a meeting or event date and space?

There is a room reservation form in this handbook. There is also one on the web site under Policies and Forms. If you complete a form manually, turn it in to the Office Administrator; if you complete the website edition, e-mail it to info@stmonicasnaples.org.

Request childcare for an on-campus event?

We can provide childcare for any large gathering, meeting, etc. Notice of this need should be e-mailed to info@stmonicasnaples.org. Allow at least two weeks before the scheduled meeting/event time so that we can arrange for childcare.

Plan for announcements of events?

Messenger newsletter articles should be sent to info@stmonicasnaples.org for submission in the next *Messenger*. The newsletter is printed quarterly.

Bulletin announcements should be sent to info@stmonicasnaples.org by Wednesday morning preceding the Sunday bulletin.

Mail letters, fliers or brochures to the congregation?

The Vestry must approve any communication distributed to parishioners. Please advise of any necessary deadlines. Once approved, printing and distribution can be arranged.

Get a flier printed or photocopied at the church?

Proposed camera-ready material should be dropped off or emailed to vestry liaison and office administrator to obtain vestry approval two weeks prior to date needed. Once approved, the Office Administrator must be notified by e-mail at info@stmonicasnaples.org to proceed at least one week before the date it is needed. Editing of fliers is generally not available, however under certain circumstances may be arranged with office staff, by e-mail

info@stmoniasnaples.org, subject to availability and agreement of staff and will require additional lead time.

Get a flier or brochure mailed to the congregation?

Mailing labels can be produced with a 2-day notice emailed to the Office Administrator at info@stmonicasnaples.org. Group or person responsible for the material is also responsible for assembling the mailing. Bulk mailings must be done according to strict Postal Service requirements. With use of the postage machine, time must be scheduled with the Office Administrator if training is required. The cost of the mailing is covered by the committee budget.

Get the rector to make an announcement on Sunday morning?

Submit your request in writing to the rector by the Thursday morning prior to the Sunday announcements. Include all pertinent information. The rector will determine which announcements can be made.

Make a check or deposit request?

- All checks are cut on Monday or Tuesday.
- Requests should be in the office by 9 am Monday. The Finance Office Administrator will make every effort to honor special requests.
- The ministry leader must approve all requests for reimbursements of expenditures, within the ministry budget, and accompanied by receipts and support or approval documents.
- All requests must be accompanied by receipts or other supporting documents.
- Check requests for an organization require the address.
- Restricted account requests can be made only by the Vestry liaison to the particular ministry.
- Deposits are made on Mondays. Never leave cash in the office mailboxes. Please ask the Office Administrator or the Financial Office Administrator to put cash in the office safe or use the mail slot in the workroom making sure the envelope is clearly identified.

Any funds for St. Monica's ministries are to be handled through the church Financial Office Administrator. Ministry leaders are not to open separate bank accounts. If a specific need for handling funds arises, the Financial Office Administrator will set up a restricted account. All funds to be deposited into that account or payments to be withdrawn from it will be handled through the Financial Office Administrator by procedures outlined

Use technology to advance the work of my ministry?

The St. Monica's website has been redesigned to include a comprehensive and current listing of all ministries at St. Monica's. In addition, various campus forms and policies are included on the website. Each ministry leader has the responsibility to ensure that current and relevant information for their ministry is provided to the web masters to be included on the Website.

All informational material should be submitted to the e-mail address for the web masters communications@stmonicasnaples.org. E-mail and websites, when used and managed properly, are some of the most effective ways to communicate information quickly and efficiently with committees, parishioners and visitors, and to advance the work of committees between meetings.

Volunteer Appreciation

Volunteers appreciate being thanked and acknowledged, whether it be for donating time, expertise, services or goods. Be sure to acknowledge the contributions of the volunteers on your committee, as well as those from the community. St. Monica's stationery is available from the Office Administrator. In certain instances, a hand-written note may be appropriate.

APPENDIX

**ST. MONICA'S EPISCOPAL CHURCH
CHECK/CONTRIBUTION REQUEST FORM**

Date: _____

Check payable to: _____

Contribution receipt request made out to: _____

Address: _____

Description of Expenditure (Include date of activity):

Amount of Check: _____

- Receipts must be attached for reimbursement.

Requested by: _____ Print: _____

Approved by: _____ Print: _____

Special Instructions: _____

Office use only. Do not write below this line.

Pay From:

Operating:

Account #: _____

Building:

Other:

Date Entered: _____

Cash/Check Collection Procedures for Monies Collected by Ministries

Purpose: To establish procedures that ministries, within the church, are to follow when collecting cash and checks for various events. These procedures are established to protect those church members collecting funds as well as the church. Example of some of the events that collect cash and checks are: Women's Dinner, Vacation Bible School, Olde Napoli dinner, Pumpkin Patch.

When Do These Procedures Apply? Some events taking place at church require payment of a fee to participate in the event. Examples of these type events are noted above. At times the monies are dropped off in the church office before the event. Other times, monies are collected at the start of the event. The procedures noted below are for monies collected at the event.

Procedures: When possible, two people should be responsible for money collections during an event. This measure is necessary to protect the persons collecting the funds, as well as the person paying, and the church. Information about monies collected for the event are to be recorded on the Ministry Cash/Check Collection Form similar to the one noted on page ? of this document.

If the event is to take place outside of regular church office hours (9 am to 3 pm Monday through Thursday and 9 am to noon on Friday), please pick up a Ministry Cash/Check Collection Form in the church office prior to the event and discuss with the church's financial office administrator where monies collected are to be placed at the conclusion of the event.

Using the Ministry Cash/Check Collection Form, the persons collecting the funds are to record, in **pen not pencil**, the amount of money collected. Once all funds for the event have been collected, monies are to be totaled by cash, checks and credit card payments and then a grand total. Then the remaining information on the form is to be completed. Each money collector is to sign and date the Ministry Cash/Check Collection Form.

The Ministry Cash/Check Collection Form is to be placed in the envelope with the monies. The envelope is then to be sealed and on the outside of the envelope a notation is to be made as to the event and date. The envelope is to be placed in the mail slot in the workroom in the office area.

Money Collected After The Event: Whenever possible, **two** counters should be available at the close of each day to count the days receipts. Using the Ministry Cash/Check Collection Form, placing the form and the monies in the designated envelope (in the case of Pumpkin Patch) or place in an envelope and note on the outside the event and date and place the envelope in the mail slot in the workroom.

Ministry Cash/Check Collection Form

Ministry Name: _____

Event Name: _____

Date Funds Were Collected: _____

Names and Signatures of those collecting funds:

Print name _____

Sign name _____

Print name _____

Sign name _____

Total Cash Collected: \$ _____

Total Checks Collected: \$ _____

Total Credit Cards Collected: \$ _____

Grand Total: _____

Put form and money in the envelope and place in the workroom mail slot.

ANNUAL MINISTRY REPORT TO VESTRY LIAISON
St. Monica's Episcopal Church, Naples, Florida

Date: _____

Ministry Name: _____

Leader(s): _____

Description (purpose, what will be offered, target audience, why this is ministry needed):
Ministry Goals for the next 12 Months:

Attach proposed next year's budget (if needed), using budget request form on page 13.

Volunteers:

How many volunteers are presently committed to the ministry?

How many volunteers are needed?

Plan for recruiting volunteers:

Other Needs:

What other needs does this ministry have to reach its goals?
(Space? Resources? Encouragement/Support? Specific prayers?)

Attach additional page if needed.

Year _____ Budget Request

Ministry _____

Vestry Liaison _____

Lay Leader (s) _____

Detailed budget request

*(Use line items on current Treasurer's report. If you add or change line items, please call our attention to it by marking it with an * (Use back, if necessary).)*

Where would you cut if it is necessary?

What would you add or increase if we are surprised?

St. Monica's Episcopal Church Facility Use Request Form

To be completed by Renter:

Name/Organization: _____ Date: _____
Member of St. Monica's Non-member

Date Requested: _____ Times Requested: from: _____ to: _____
(Times need to include decorating, set up and clean up time.)

Alternate Date: _____ Times Requested: from: _____ to: _____
(Times need to include decorating, set up and clean up time.)

Parish Hall with kitchen use Parish Hall with **no** kitchen use

Provide a short description/background information about yourself/organization.

Address: _____

Telephone numbers: _____

Email: _____

Fax: _____

Signature of person making request: _____

(By signing you indicate that you have read the rules and guidelines governing the use of the Parish Hall and will comply with these rules.)

CHURCH OFFICE USE ONLY

Approved: Denied:

Full Rental Fee: \$ _____ Deposit Paid: Amount of deposit due: \$ _____
(due at time of request)

Balance of rental fee due one week prior to event: \$ _____ Paid:

Person needed to open and close building: Yes No

Approved by: _____ Date: _____

NOTES:

PARISH HALL RENTAL CONTRACT

St. Monica's Episcopal Church
7070 Immokalee Road
Naples, FL 34119
(239) 591-4550

Renter obligations:

1. A completed and approved *Facility Use Request Form* (available in the church office.)
2. Provide the church office with a Certificate of Liability from your insurance company, if applicable, naming St. Monica's Episcopal Church as an additional insured.
3. Organizations using the facility are responsible for any property damage.
4. Payment of the deposit fee is due at the time of the request with full payment due at least one week prior to the event.
5. Permits, licenses, or any other fees that are required will be the responsibility of the renter.

Fees:

Parish Hall with kitchen use: \$150 per hour with a 2-hour minimum.
Parish Hall without kitchen use: \$100 per hour with a 2-hour minimum.
Members of St. Monica's are offered a reduced fee of one half (1/2) the standard fee.

A deposit of \$200 is required for all functions. Church expenses incurred over and above normal cleaning will be deducted from said deposit. All renters will be financially responsible for any damage to the Parish Hall or surrounding property.

The total time requested includes the entire event. Decorating, set-up, rehearsals, clean-up, etc. If the event exceeds the time requested, the renter will be charged the appropriate hourly rate as listed above.

General Information:

Maximum capacity of: Parish Hall 160 banquet style, 200 meeting style Sanctuary 225
Available tables: 10 round (can accommodate 6 - 8 chairs)
 8 rectangular 8' long

Available chairs: 190 cushioned stacking chairs

Rental date and time: _____ Rental amount: _____

Name of Person/Organization: _____

Address: _____

Phone: _____ Email: _____

Signature and title: _____ Date: _____

Parish Hall Policy

1. The use of the Parish Hall is open to any member or church group within St. Monica's and to any other individual or group outside of St. Monica's, subject to approval. As a matter of policy, St. Monica's reserves the right to deny the use of the Parish Hall to outside groups or organizations for any reason as the church deems appropriate.
2. The order of priority in the use of the Parish Hall is as follows:
 - Any organization belonging to St. Monica's;
 - Any member hosting/sponsoring an event, personally or on behalf of an immediate family member. A member of St. Monica's who is also a member of a civic group applying for the use of the building on behalf of that civic group.
 - Any member, person or company applying for the use of the Parish Hall on behalf of a group or organization outside of St. Monica's.

Should there be a conflict of schedule between two or more events, the order of priority shown above will be followed upon receipt of deposit and approval. The church office reserves the right to change the priority.

3. Individuals and groups within St. Monica's may use the Parish Hall for meetings or social activities without the consent of the church office as long as the hall is not already reserved and is available and not committed to any other group.
4. Any group or organization outside of St. Monica's requesting to use the Parish Hall will submit a **Facility Use Request Form**. This form should be submitted 30 days prior to the event date.
 - A short description/background of the proposed event is required and entered on the **Facility Use Request Form**.
 - A refundable deposit is required. Refund of the deposit is dependent on the condition of the Parish Hall after the event.
 - If Parish Hall has been reserved for more than 30 days prior to the event and the event is cancelled or changed to another date, the deposit is non-refundable because the opportunity to rent the room may have been lost.
 - If the event is to be served by a caterer, the application needs to include:
 - A copy of the caterer's general liability coverage showing a minimum of \$1 million comprehensive coverage.
 - A decision for the use of the Parish Hall will be made in one week after the **Facility Use Request Form** is submitted. If an outside organization is approved, a rental contract is to be signed. This agreement along with the deposit needs to be returned by the imposed date.
5. For church activities, the church and any of its groups may use the Parish Hall at any time.

6. No smoking in any area inside the building. In consideration for others, smoking should be kept to at least 30 feet from the entrance to the building.

7. No pets or animals allowed inside the building except for service animals.

8. Consumption of alcoholic beverages are allowed with the understanding that the individual or group sponsoring the event shall be responsible for any liability that may arise. See *Alcohol Policy*.

9. Those persons/organizations using the building must leave the building in the same condition as it was before use. See the *Clean Up Policy*.

10. Decoration preparation for an event will not include nails, screws, hooks, tapes or any other material that can deface walls, ceiling or floor. 3M Command™ may be used to attach light items to the walls. No vehicles will be driven over the grass. **Note:** *decorating time needs to be included in the total rental time requested for the event.*

11. Arrangements for pre-event deliveries will be coordinated with the church office. This must be during regular business hours between 8 am – 4 pm. If special arrangements need to be made, a fee may be imposed. No vehicles will be driven over the grass.

12. Arrangements for rehearsals will be coordinated with the church office. Rehearsals must occur during regular business hours between 8 am – 4 pm. **Note:** *Rehearsal times need to be included in the total rental time requested for the event.*

13. Scattering of rice or other substances (as for weddings) is not permitted.

IN CASE OF EMERGENCY IN PARISH HALL

In case of a **medical emergency CALL 911**

In case of a **facility emergency** call the church sexton, Jeff, (239) 404- 4397 or the Junior Warden, Frank (239) 514-3617

If the **Fire Alarm** goes off **CALL 911**

PARISH HALL

CLEAN UP POLICY

- The Parish Hall rental room, kitchen (if rented) and all the bathrooms are to be returned to the same condition in which they were found prior to the renter's use. Return to the same configuration and the same state of cleanliness.
- Parish Hall floors will be swept and spot mopped if needed.
- Tables and chairs will be washed if needed. Return tables and chairs to their original configuration stacking the chairs along the walls.
- All trash will be taken out of the Parish Hall, kitchen, bathrooms and placed in the dumpster at the northwest corner of the parking lot. New trash bags will be inserted into the trashcans.
- Bathrooms and kitchen (if used) will be cleaned and floors swept and or mopped if needed.
- The parking lot will be checked. All litter will be picked up and discarded.
- Clean up time is considered part of the overall rental time requested.

ST. MONICA'S EPISCOPAL CHURCH ALCOHOL POLICY

PURPOSE

This policy relates to the use of alcoholic beverages (other than at Holy Eucharist) on the property of St. Monica's Episcopal Church in Naples, Florida (hereinafter, the "Church").

SCOPE

This policy applies to all groups or individuals using any facilities of the Church.

POLICY STATEMENT

Recognizing that occasions may arise when there will be a desire on the part of some persons or groups to serve alcoholic beverages on Church property, the Vestry has approved the use of alcohol on church premises, subject to certain restrictions defined in this policy. These restrictions follow the guidelines adopted in the action of the 1985 General Convention of The Episcopal Church.

- All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
- Alcoholic beverages and food containing alcohol must be clearly labeled as such.
- Whenever alcohol is served, non-alcoholic alternatives must always be offered, with equal attractiveness and accessibility.
- Alcohol should not be served prior to worship or business meetings.
- The service of alcoholic beverages at church events should not be publicized as an attraction of the event.
- The group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the parish for this plan. Such groups or organizations must also:
 - + assume responsibility for those persons who might become intoxicated;
 - + provide alternative transportation for anyone whose capacity to drive may thus be impaired by alcohol.
- Recognizing the effect of alcohol as a mood-altering drug, it is advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.
- Chemical usage other than alcohol is clearly controlled under federal, state and local laws, and, as such, is forbidden at any church function.