

Admin Jobs: Continuity Plan

(Keep updated as things add/change)

Note: There is a lot of information here. If you are looking for certain details click on the magnifying glass and put in a key word such as “Easter,” “keys,” “rent,” etc...

Set Up

Make sure that you have all log-in info from the start: Sign in to all accounts to make sure that you can get up and running on all accounts.

See Accounts Sheet Form (Sensitive Info, Do not distribute)

Accounts Created: You will immediately need the following accounts created for yourself with your own sign-in and password:

Powerchurch: Person to set you up: Lara Sandberg

FaithLife: Person to set you up: Lara Sandberg

For Google: Set yourself up as the security account for all confirmations that will be needed in the future, and remove any devices that are not being used. This will be needed for accessing certain functions in PowerChurch. Also, make sure to add the account:

huntingtonchapel@gmail.com to your phone to ensure that you get notifications as messages come in (Don't worry, we are not currently bombarded by incoming emails).

thehuntingtonchapel@gmail.com account should be signed in on any device that you'd like to utilize/print forms and files from the church such as letterheads, logos, policies, and any of the forms referenced on this document.

Communication

Weekly Announcements at Service

Based on the calendar of events for the month, create a list of announcements that the congregation should be aware of each week. This list will be given to Pastor and Gejuan every week so that they can make the announcements. Follow the template below:

Specific Events: The template starts with specific events coming up, or things that they should be aware of. This should consist of special events or events that only occur once a month that people are not in the habit of in the weekly schedule (such as potlucks, men's monthly ministry, Wednesday worship service, etc...) Remember to make an announcement the week before any potluck so that people are prepared for it in advance. Currently Lucetta also has a sign-up sheet the week before for people to fill out.

Weekly Schedule: Then the weekly schedule should be listed by day of the week and the start time (They may or may not cover that, but it is there for reference in case they decide to go over the weekly schedule or if someone has a question).

Email it to Pastor Doug and Gejuan by Saturday.

Gejuan: gejuan.williams1@gmail.com

Pastor Doug: pastordougs@mac.com

I recommend doing the entire month at one time while creating the calendar and just adjust it each week if needed.

Emails

Respond regularly to emails: via huntingtonchapel@gmail.com

Note the difference between 2 emails:

huntingtonchapel@gmail.com is the one for correspondence: emailing people and businesses
thehuntingtonchapel@gmail.com is designated as a resource for multiple people to use. There should be no finances, or correspondence through this one because many people have the log-in. It is for setting up the website, sharing files such as docs, logos, pics, etc...

[Note: I typically set up Chrome and leave all the tabs up for the different emails so that I can check them daily-the 2 gmail accounts, and the wix account in case we get any notifications].

Send out a **weekly message** with any updates, announcements that people need to know along with the link for the Sunday service via huntingtonchapel@gmail.com . When you compose a message, click on BBC, then type in “congregation” which is the group for people who want regular updates. For other group lists you can go to the google contacts app and see them under the labels section.

The facebook/youtube links for the Sunday service are on the sermons page on the church website: <https://www.thehuntingtonchapel.com/>

Or you can shortcut here:

Youtube page: <https://www.youtube.com/channel/UC3kF31RzhzwxEI1Q9XD4b1g>

Fb Page: <https://www.facebook.com/huntingtonchapel.live.5>

* Make sure that you click on the correct video and send that link (which is different for each video).

Other links:

At times you should remind people that they can support the church by:

Online giving: making payments online at: <https://faithlife.com/the-huntington-chapel/give>

Amazon Smile: Or that their purchases via Amazon can send a portion of their purchase to the church at no expense to themselves by signing up at: <https://smile.amazon.com/ch/20-4453354>

* Note: When sending out emails make sure that they are custom and interesting so as to get people to want to read the email. Copy and paste emails are rarely opened, so make sure that there is something that will make people want to open it. Subject lines like “Are you coming

Saturday?” cause people to want to know what is Saturday. So find creative ways of getting the word out.

Communicate on behalf of ministries with updates regarding their upcoming events and needs. Sometimes this can be a part of the weekly email, other times it can be a separate email.

* Note: try not to send too many emails out in a week or some people may request for their contact information to be removed.

Hopeline: Will ask for the chapel to support their yearly baby bottle coin fundraiser around March, which we help them in.

Pivot: will ask to schedule Sunday services where the ministries will present at the church. Pick 2 Sundays in a year when nothing is scheduled and set it up at the start of the year. Make sure to put it on the schedule.

Yearly Audit for Hartford Insurance: Is due around March based on the previous year numbers. More details in financial section

Maintain Email Contact Information.

Update contacts as new visitors come in.

Group lists: Also there are a few **group email lists** within the email contacts that we use at huntingtonchapel@gmail.com Some people want infrequent messages for information on events such as VBS who do not want weekly updates. So these groups should be regularly managed within the google contacts app. Note: when adding a person to a group in google, make sure to click “apply.”

For anyone who subscribes to our website, make sure to add their contact in the contact app, and add to the group “congregation” so that they will receive regular email updates

Note: Email contacts are extremely important for Powerchurch, as it allows us to send end of the year statements via email without paying postage to mail them all. Make sure to update Powerchurch regularly with this information as new donations come in

- **Contacts to maintain:**

Emails/Street Addresses/Phone Numbers: should be updated in **Google, Powerchurch, the church directory, and in WhatsApp.** Print out directories as needed for the church members to be able to communicate with each other, and update WhatsApp for ministry communication.

See Form for Church Directory

Collect Information of visiting families to be able to communicate with them:

A general form should be available to ushers and all ministry leaders asking them which group lists they are interested in getting notifications from, which includes the main group and sub-groups such as men's ministry, women's ministry, etc.... There should be a hard copy of this form and a digital version on-line. As these come in, maintain these email groups, adding people who are interested and removing people who ask to be removed.

***Note:** An online form collects email information for people who would like to be contacted. It should go to the church email, but sometimes does not. Therefore, it is important to check the notifications within wix often to confirm that we are responding to all correspondence on the forms...

See Visitor Card (there is a front and back which we print out on white cardstock paper)

Future possibilities:

A tablet station can be mounted for people to be able to do this online in Kellogg Hall. It also ensures that the information is legible.

Check Mail

regularly and file as needed:

-Leave mail in the mailbox for the others who live on the church grounds. They are responsible for picking up their own mail.

-Put Pastor Doug's mail at his door or in his office.

- Bills: File the bill and write the check out to be signed (See financial section on writing checks)

Note: Services try to solicit purchase of a domain name and it looks like a bill. Do not pay any of these. Payment is sent to autopay via our wix service, so check the status of our Domain only within the Wix account.

- Donations: come throughout the week: Put it in the vault so that it can be counted on Sunday along with the other contributions. Note: It is important that these checks are in the vault before the money is counted to make sure that we have exact amounts for deposit. Do not add the checks to the deposit after it has been counted on Sunday, because it throws off the numbers that the treasurer has for deposit.

[Note: we receive payments from **Antero** and **St. Pauly's Textile**, put them in the vault to be counted with the weekly donation, and file the 2nd part of the slip in a file in the income section.]

-Daily Bread will send out a renewal form to receive free copies around February. We sign up for 50 currently, but can change it to any number. You can also call them if needed to renew or adjust the amount at: (616) 974-2210.

Phone

Check **the phone regularly:** (Currently more people email than call). To respond to messages pick up phone, hit the button with a star on it, hit code (#####-see sheet for code). Follow the prompt to listen/delete/save messages. (You can also call from outside the church to retrieve these messages by calling the church number (203)929-1222, when the message starts hit #, then you can enter the mailbox number and password.

Update Answering Machine messages as needed.

Future possibilities:

Ministry extensions: It is possible to set up contacts for teams such as VBS, P&F, Elders, etc so that the ministry leaders can call in regularly from home and retrieve any messages without having to go through the administrator for all the messages, but in this case the messages should be regularly checked by the ministry leaders.

Announcements: A directory can be established with lines for any updates/announcements: Example: Weather Cancellations can be easily set up and programmed even from home. Push line "5" for announcements and they can hear if church is closed due to weather along with any related announcements. Press line "6" and there can be an announcement for an upcoming event and what to bring, what time to be there, etc...

For programming instructions on phone see document called "Vodavi Phone Usage."

SEE FORM

Website:

Update the page as needed. To log on, go to wix.com. Click "sign in" (upper right part of screen): Click "Continue with Google." Make sure that you save this gmail account to your pc and it'll show up automatically. Just click "Choose account" It's the one that is thehuntingtonchapel@gmail.com All Sites: It's the one that says "Premium" on it. "select and edit" then "edit site."

- Make sure that the **front page** is always updated with the week schedule, and **any cancellations/delays** from weather, etc...
- Add/remove pics/forms for events, etc...

Important Announcements: Should be sent via email, and put on the website main page

Future possibilities for important announcements:

- Contact groups can be set up via WhatsApp: [Create account](#)
- Announcements can be recorded into the phone: [Set up a line in the directory](#)
- weather announcements can be sent to radio and tv stations: [create accounts with these stations](#)

Prayer Requests: No system is currently in place and this should probably be reconsidered. In the past a list of the same prayer requests was placed in the bulletin, but these were requests from months and years and lost any serious attention. A better system should be created if we see the need. Ideas include: A prayer box for the pastor/elders/prayer team to go over is a possibility where they can consider what to pray over individually, within their team, or creating a group (maybe on Whatsapp or a facebook group) where prayer requests can be shared.

Whatever we do, it should be in a way that keeps prayer requests fresh in a manner that will actually encourage active prayer engagement. If there is a prayer team created, this can be something that they create. A Prayer Request Form exists in the Church Files folder which can be used/adapted for this if desired.

See Prayer Request 8.5 x 11 Form

File Complaints/Suggestions

As problems arise, keep them listed on file so that the issues can be communicated with the **elders/P and F team** to come up with a solution.

Maintain Church Files, Records, Ministry Binders, and Office Supplies

Church Files

Maintain the church filing system according to the following pattern... 1: yearly financial files (in black filing drawers), 2: Reference Files (in side drawers), 3: Regularly used files (in main desk drawer). See below...

1: Financial File Cabinet: Is the lockable standing black cabinet. Each drawer should be specific to individual years (Example: drawer 1 is 2019, drawer 2 is 2020), and **only have financial information** in these files including...

- **A basic records section:** for any reference docs such as the yearly budget for that year, powerchurch print outs, etc.
- **Contributions section:** for all income (both General and Restricted Funds)
- **A Budgeted Expense Section:** for all budgeted expenses
- **A Restricted Funds Section:** for all designated expenses.

At the year's end, all files should be shifted down 1 level, and the new year placed at the top. The files from the bottom drawer should be placed in a box and stored away for future reference if needed.

Any non-financial documents should be filed in either of the following 2 drawers....

2: Reference Files: Should be stored in the side cabinet drawers, which includes the following in this order...

- **Templates:** blank forms, blank certificates, clothing drop-off signs, mail tools, w4 blanks, signs for church meetings, etc...
- **Foundational:** steering committees, Church of Shelton, pics-memories-cards, elders assigned to members (old), annual meeting example-Black Rock, constitution, by-laws, ordination submitted, etc...
- **Inventory:** manuals and receipts: roof, boiler, sound equipment, office equipment, etc...

- **P and F Docs:** grounds, sheldon grounds docs, blueprints, wall hits, water issues, pest and termite service, etc..
- **Spiritual:** revival notes, prophecy (general and specific), guest speakers, etc...
- **Teaching notes:** small groups, ABC's of evangelism, Bible version notes, freedom series, leadership notes, equipping, spiritual gifts, listening to God, Encounter Retreat Training, etc...
- **Topical:** women in ministry, same-sex marriage, Hopeline services, etc...
- **Records/Spiritual Milestones:** weddings, baptisms, etc...
- **Ministry Leadership:** leader meetings, ministry fair, etc...
- **Church Ministries:** Nursery/Sunday School/ Youth docs and resources, VBS, usher, altar ministry, Higher Ground, Royal Family Kids Camp, Nativity, Christmas, advent, drama, Easter flowers and egg hunt, movie night, etc...
- **Current Contracts:** Tenant Contracts.

3: Regularly Used Files: Should have hard copies stored in the drawer of the main desk. These should include files such as the Constitution and By-laws, Ministry Policies, Recent Contracts, etc... to be distributed as needed. The filing goes as follows...

- **PowerChurch** Set up and information
- **Organization Docs:** Constitution, By-laws, vision, grounds info, policies, procedures, ordination information, etc..
- **Financial Docs:** Bills to pay, w4/w9/1099 info, 501 c3, tax exempt docs and vendors (Home Depot, Bjs, etc...), credit card policy, tax info-general, mileage reports, reimbursement forms, post office forms, reimbursement needs, etc..
- **Contact Information:** directory (old and new), membership forms (old and new), business accounts, churches, forms: Milford Beach-baptism, and Venture Scout Contract, etc...
- **Ideas:** bulletins, welcome cards, calendars, past promotional, advertisement, signs, vbs, etc...
- **Other:** To do, church supplies, elder considerations, etc..

Records

Membership: To be official, all members must sign and submit a membership application.

* Note: though this is not in the Bible, membership ensures that church leaders and voting members in the church are in alignment with the statement of faith, values, and vision that we believe God has given to the church. Membership is required to vote on church matters and to be a leader within certain ministries. Therefore, it is crucial that our records are always updated as we receive new members and as people move away, leave the church, or change their belief. These should also always be kept on file, and a complete list should always be available when making any church votes, or when receiving people as new leaders within the church. Certificates should be made for those who become new members. The form is in this folder, and the certificate paper is in the file drawers in the office.

See Membership Application Form

See Chapel Membership Certificate

Baptism/Dedication: As people experience the joy of baptism/dedication, they should be given a Certificate of Baptism/Dedication with their picture of baptism/dedication on it as a memorial and reminder of this great event. At each baptism/dedication the church should list the names of all who were baptized/dedicated for our own records. These should be filed away digitally and in a folder. Certificate Paper is in a folder for this purpose. If we run out, purchase more.

See Template for Baptism Certificate: [\(Create\)](#)

Weddings: Similarly, as people experience the joy of marriage, they should be given a Certificate of Marriage with their picture on it as a memorial and reminder of this great event. Certificate Paper is in a folder for this purpose. If we run out, purchase more.

See Template for Wedding/Dedication Certificate: [\(Create\)](#)

Covenants/Contracts: Any other contracts or covenants should also be filed away for our records.

File any templates and document here as they are created

Deaths: You may be requested to create a flyer to pass out with the order of service and information about the person's life

See Template which may be used for such purposes

Newspaper articles/picture albums: Store these in the reference file drawer in the memories folder

Ministry Binders

Each ministry should create a ministry binder as its continuity plan (similar to this document), which contains all important documents, protocols, contacts, good ideas, games, activities, speaking/curriculum notes, etc.... If an emergency arises for a ministry leader, the ministry should still be able to continue without the dependence on one person's knowledge who may no longer be available.

Every Ministry Leader should create a ministry Binder and maintain it.

Office Supplies

The office should always have the following supplies available in the office for ministry preparations (in the copying machine room/hallway with bookshelves):

- | | | |
|--------------------------------|--------------------------|---------------------|
| - a copy of this form | - stapler/staples | - binder clips |
| - business contacts form | - staple remover | - paper clips |
| - church directory | - tape dispenser/refills | - scissors |
| - 8.5 x 11" white paper | - calculator | - post its |
| - white paper | - calendar | - erasers |
| - 8.5 x 11" white stock paper | - 3 hole puncher | - pencils |
| - black ink refill for printer | - pens | - pencil sharpeners |
| - envelopes (big/small) | - envelopes w. windows | - w4/1099 paper |

Print/Distribute Files as Needed

Print per Request:

Ministry leaders may ask you to print out forms, curriculum, etc... for them. Create a system for distribution to anyone who makes a printing request for them.

Establish a Print-Yourself System:

Establish a system where people can easily print their own documents. Currently people can take printed pages and copy them in the copying machine, but if they want to print a digital file it must be done through the church PC. Therefore, set up a system where people can print forms that they have digitally. This may consist of using a flash drive and posting instructions on how to print from it, or connected to the network via cord or manually.

This system still needs to be done.

Maintain Supplies and Church Inventory

First Aid Kits (3):

A kit should be in 1: Kellogg Hall, 2: the Conference room in Chamberlin House, and 3: in an outside bin (during warm weather-Keep it in the Kitchen during the winter). Each kit should have a list of all the required supplies in each kit, and index cards for people to record what was used. As Items are used, they should be recorded to make restocking of the kits simple.

[Establish These](#)

Maintain keys/codes/security camera access:

Keys:

Maintain the **key box** with the appropriate keys (masters on one side and extras on the other). Never give away a master key, only give out an extra and make sure that it is returned.

For those who are able to have a copy of any key a **filing system** should be maintained that records every person who has the key and whether a key is ever lost. A **Key Agreement Form** must be signed where the person agrees to not make any copies of keys and to return any/all keys if they ever leave the church.

See Numbered Key List: For Current Keys

See Key Log: list who has

See Key Agreement Form

Codes:

Similarly a main filing system should be maintained for anyone who has access to any of the digital locks: ([How does this work AI?](#))

Security Camera:

[How does this work AI?](#)

Maintain a Lost and Found Bin:

There is a bin in the hallway closet between Kellogg Hall and the Sanctuary. Place any lost objects in this bin and periodically make people aware of the bin. On occasion put out the objects on a table requesting people to take it if it is theirs, noting that in a certain time the items will be donated.

Maintain a Borrowed Items Log:

At times people may request to use items that the church has. In this case they should fill out the borrowed item log which records everything being borrowed and an agreement that anything not returned in the same condition will be replaced with a new item.

See Borrowed Item Log: [Create](#)

See Borrowed Item Agreement: [Create](#)

Finances

Income

Counting

The treasurer is responsible to oversee the weekly counting, but you may be needed at times to step in to count, or to oversee the counting.

The procedure for this is the following:

When the offering initially comes in: at least 2 people bring the donations in to the kitchen. Organize the collection: envelopes/cash/checks and put it in an envelope or zip-lock, then drop it into the vault (make sure that it falls into the vault and does not stay in the lip).

Later: After the service or on another day: one person oversees the donation while 2 others count. All envelopes are opened, and any envelope that has a name on it with cash, should be marked "cash" on the envelope and the amount (envelopes without names don't need any recordings). Separate the cash and checks. Both cash and check should be counted by both counters and the numbers should match. If not, count it again. Once confirmed, the cash goes into a small envelope, and sealed. Write the amount of cash on this envelope and both counters initial this envelope. (This envelope stays sealed until time of deposit). Put this envelope in the larger envelope along with any checks and envelopes. Write the total cash and total checks on this envelope (take a pic of this and send to treasurer if he/she is not there) and drop it into the vault (make sure it drops all the way in).

***Note:** Make sure to regularly check the wall bins for any donations (the locked drop boxes. There is one on the wall at the door to the sanctuary, another in Kellogg Hall, and another outside the church office door). Each box has a small key with a number that is identical on the key and the keyhole. These keys are on 1 keychain and stay in the upper left drawer in the admin office

Deposits

These are the steps to making a deposit for recording purposes:

Turn on PC and Copying machine to warm/boot them up

Step 1: Stamp all checks for deposit (The Stamp is in TD Bank Pouch)

Step 2: Copy all checks, then all envelopes, and the cash envelope

Step 3: Put all the numbers in the Excel form (see template) and save it (all docs in proper folder: 2022 Contributions-month (example January))

All checks in one column, cash w. names on envelope in another, then all other cash in the other column. You can tear up the envelopes and throw them out.

Step 4: Fill out the deposit slip (make sure that all details agree with the excel sheet). Our bank account number is written on the TD Bank bag, and it is the number on our deposit stamp.

Step 5: bring the cash envelope (Still sealed)/checks/and the deposit slip to the bank in the TD Bank pouch. (Pick up extra deposit slips if needed for future usage).

*Note: If a teller from the window offers to do the deposit, make sure that he/she counts and confirms the cash amount in front of you before bringing it to the back where the window pc is.

Step 6: Staple the deposit slip (at top) to the Excel sheet, and copies of checks, and envelopes. The total deposit should be the same on the excel and on the bank slip here.

Step 7: Now add the online deposits to the same excel sheet (add only the on-line donations that came in from Sunday to Saturday of the prior week) update and save that file, then print it and staple to the front. This should be the number of the total deposit in powerchurch

Step 8: Post all deposits into PowerChurch. See Binder with info for these steps.

Note: In the excel sheet: If making a deposit which includes general and restricted fund donations (such as the deacon fund and building fund), add these numbers below the general fund totals to keep the general and restricted fund totals separate. You should have a total for each fund donated to, and then the Overall total which should agree with the total deposit to the bank. See past deposits for examples.

-Then when posting to Powerchurch do all the cash and check contributions first and confirm these numbers before adding the online payments. See Excel examples for various scenarios.

See Excel Template

See Binder for Data Entry in PowerChurch

Note: Building fund donations (including rent payments) should be deposited separately if possible to make the records more clean.

Oversee Rent Collection

Rent collection should be collected once a month (around the 10th) and deposited separately for cleaner recording. The following are those who pay rent along with their amounts and where they drop it off...

Gejuan/Naomi Williams G: (860) 753-0015/ N: (203) 954-6593

Normally drop it in the \$ Safe in kitchen \$550 per month

Dan Velky (203) 683-8853
normally slides it under the office door \$450 per month
Pedro Garcia (203) 851-2099
normally puts it in the lock box outside the office. \$500 (\$50 goes to back payments for months of not paying rent)

*** Note: These should be deposited separately for clean recording. Do not mix in these payments with the general offering.**

Oversee Fees & Contracts For Any Facility usage

Oversee any contracts that are required for any facility usage such as Cub Scout Day Camp, weddings, birthday parties, etc... along with deposits, final payments, and any agreements on our end that we have agreed to fulfill.

See Facility Rental Usage Form: (Create)

Powerchurch Financial Input

Process all payments, expenses, contact info: via Powerchurch.

To download to your PC/laptop go to: <https://mypowerchurch.com/> click on your operating system (apple, windows, etc...) Once the software is downloaded, you can maintain records on your pc/laptop. Make sure that you are set up with an account. You can also do it on the church PC in the office.

There is a binder that has all procedures typed out for inputting finances and contact info to Powerchurch. Make sure to update any contact information (Especially email addresses) in Powerchurch as we get it as well. Which will help during end of the year records, and directory information.

SEE BINDER

Maintain a monthly report

Create a form every month which includes all income and expenses. See form and past examples for how to do this. The income includes the weekly donations that go into the general budget, and any extra income on the side such as refunds, direct deposits from Amazon smile, etc.... The Expenses category should record all checks written during that month (not necessarily cashed-see check book for these numbers). Then also record any online payments (this should be recorded from the bank statement).

Also maintain an ongoing file from the **building fund** which includes the monthly rent income, and any donations to this fund. Then also record any expenses and the ongoing balance.

This report should be distributed to Pastor, elders, and P and F team monthly.

* Note: a digital copy of the monthly bank statement should be saved to a folder on the church pc, and a hard copy printed and placed in a folder with all financial files.

SEE FORM TEMPLATE AND PAST EXAMPLE

Write checks

Services: Most services are on autopay, but those that are not (Joe's fuel, and paid services, such as the worship leader, admin, cleaner, streaming ministry, and youth ministry) need to be written out on a check. See the check book for the example on how to do it. Fill out the check (except the signature-the treasurer or a secondary signer must sign all checks)

Current Signers:

Treasurer: Pat Carlin

2nd Signer: Lara Sandberg

Reimbursements

All approved purchases for reimbursement must have a receipt with the reimbursement form filled out (staple all receipts to this form and file it in the folder with the correct budget number). Reimbursement forms are on file on the church pc, and all essential files can also be found on the google drive at thehuntingtonchapel@gmail.com account. Go to the google drive app and log in.... Extra copies can also be found printed out in the main office in the black bin. If the request for reimbursement is approved and within the budget, fill out a check and let the treasurer sign it.

SEE REIMBURSEMENT FORM

SEE LIST OF BUDGET NUMBERS: (Place in checkbook for easy reference)

Oversee Financial/Physical Donations

Before receiving a donation, make sure that it is something that the church/church body will use. If the donation is approved fill out the donation sheet. Print out a donation sheet and fill it out. All you need to do is fill out your name for receiving the donation and the date, then let the person who is donating the object/s fill out the rest. He/she can fill out a description of the products and the price (just like they do at goodwill). Donations for labor/services are unacceptable for donation forms unfortunately (per IRS). Just like with the reimbursements, extra files are on the pc, google drive, and found in the main office.

SEE DONATION FORM

Yearly Budget:

The P and F team is responsible for the yearly budget. The treasurer often leads in this effort, since he/she is the one seeing all the income and expenses. You may be asked to help in this process to oversee the projected amounts along with any input that you may have, since you also see the income and expenses regularly. This process of creating a budget should start in September/October so that the P and F team and elders get a chance to look it over for approval, to be ready to present at the Church Annual Meeting in mid-November.

Once a budget is approved: Make sure to **print the budget** out for the church members to be able to look over at least 2 weeks prior to the annual meeting. **This is a church requirement per our Constitution, so do not miss this date.**

SEE 2022 BUDGET: For Example

Annual Meeting Reports

The annual meeting reports should also be printed out 2 weeks prior to the annual meeting so that people could read these in advance for better engagement at the meeting. Ministry leaders tend to wait for the last second, so remind them in advance and start collecting reports 4 weeks before the meeting as they should be already printed 2 weeks in advance.

SEE ANNUAL MEETING COVER PAGE

SEE FOLDER FOR PAST MINISTRY REPORTS

End of Year Contribution Statements/w4s/1099s:

Towards mid-late January, we are required by law to have all contribution statements, w4s, and 1099/1096s mailed/emailed out (January 31st is the due date to mail these per law).

Contribution Statements: The easiest way to do the contribution statements is via email, so it is important that you update everyone's email regularly (especially as new visitors/members come in). Any statement that we do not have an email for we must print out and hand out to the person, or send via the mail. Make sure that we have **envelopes with windows** for all printed contribution statements. In some cases, people may give cash with a name and we have no way to mail or email this info to them. In this case, put it in a folder to file away in the financial drawer for that year-in case it is requested or needed later.

See Binder for directions on how to email/print end of the year contribution statements.

W4s/1099/1096s: The treasurer should prepare these documents, and mail them out. Note that specific paper is required for this...

Yearly Filing

Each Year: Towards the end of the year, create files for the next year and remove the old files- put them in a box if we need (We need all files within 5 years).

In the financial drawer, keep the most recent year at the top and move each drawer down each year. Remove the oldest drawer of files and put them in a box.

Shred any files older than 5 years old.

Insurance Audit: This occurs yearly in March for **Hartford Insurance** as the coverage price is based on salary expenses. Save the **quarterly Paychex files (Marked Q1, Q2, Q3, and Q4)** as they come in and put them in the front for easy reference when it comes time. You will also need the **1096** form for all sub-contractors (Youth, Streaming, Admin, Worship, Janitorial,

etc....). Those are all the documents you will need before starting the audit. For Gross wages, on the **1st page**, see the Q4 form and type in the “Total Connecticut Wages Reported” and add that to all the numbers on the 1096 total wages. On **page 2** record the totals from the 1096 subcontractor forms and Paychex. (This page breaks it up professional and non-professional- so Paychex wages will be included with 1096 depending on how you break it up professional and non-professional). This page should total the number on page 1. For **page 3** document type pick Federal 941. Within the quarterly document from paychex there will be a form titled “941 for 2022: Employer’s quarterly....” You will need a copy of this form, 1 for each quarter. (It would be helpful to take a pic and share to the computer you will be working on in advance). On **Page 4** you will need to list all those on the 1096 form, how much they were each paid in total, what they did, and whether they had their own Workers Comp Insurance (If you click “yes” you will need a copy of the document). Once all the numbers balance and info is complete it is ready to submit.

Oversee Services:

Cleaning: Lisa Mellers (203) 545-8315 \$75 per week
Make sure that the checklist is available to be filled out, and follow up weekly with any of the needs, whether it be dealing with grounds needs, or purchasing supplies. The main office has a black wall bin where a folder of blank forms and folder of filled out forms should be regularly maintained. Confirm that the jobs were done well, and make note on the checklist if there was anything inadequately done. Address it, with the person cleaning if needed.

SEE JANITORIAL CHECKLIST

Snow plowing: Noah Steeves (203) 455-7222
Steeves Tree and Home Care He comes many hours after the snow stops
\$200 for 3-6”/\$300 for 6-9”/\$400 for 9-12”
* He needs a call for less than 3” (This is a must when in freezing conditions)-particularly in January.

SEE SHEET FOR 2021 STATEMENT

Salt Application (if needed): Ober’s Lawn Care (203) 650-8191
In some cases we may not need a plow but need the ground to be salted to prevent people slipping on ice. The following is a contact who was very helpful and is willing to do this more regularly. (He also does landscaping, and snow plowing if needed)

Ober’s Lawn Care
6 Hurd Rd.
Shelton, Ct 06484

He has quoted us for the following on plowing the lot: 2022

Snow Plow up to 8”: \$150
Shovel/Treat Sidewalk: \$75

\$225

Over 8": Double the above cost: \$445

Salt application: (if needed) \$150

Landscaping/Grass: Noah Steeves (203) 455-7222

Steeves Tree and Home Care

Note: He has donated to cut the grass for the church weekly. Often times the edging is not done. Matt has offered in the past to do the edging. The P and F team may need to decide whether we want to pay someone to do the edging, whether this is something that Matt would commit to, or whether we should consider paying for a service which both cuts and does the edging.

Guest Speakers:

If we have a guest speaker we will need to write a check out to him/her. The typical speaking amount has been \$400. Make sure that this is written and signed in advance so that we have it signed in case either of our signers are absent.

***Also, make sure that we have bottled water ready for them in advance.**

Flower Purchases:

Easter: Set up purchase and delivery of flowers for certain occasions as needed. In past years lilies were purchased for **Easter** where people would purchase them in memory of someone in advance (A sign up sheet and money collection was taken) and then they'd take them home after the service. But we have not done this in a while.

Deaths: Purchases of flowers have also been made for **deaths within the congregation**. The flowers can be delivered to the funeral home or person's house, based on the circumstance. One of the Pastor/elders should inform you whether to do so, and to where it should be delivered.

Find a place online that is close to the location of delivery and make a purchase there.

Palm Purchase: Purchase Palms for Palm Sunday

Purchase food for events: Purchase food for meals such as workdays, membership class, and /or other special events, and either pick it up or create a plan for delivery or for other people to pick it up.

Oversee All Paid Accounts **See Regular Services Doc for General pricing**

Most accounts are set for autopay, besides Joe's Fuel, and irregular service.

ServiceCompany	Acct#	Phone#	Website
<u>Gas:</u> Joe's Fuel (Office building)	4508-1	(203) 374-1804	
CPP (Sanctuary)	10454	(860) 365-5218	www.connpropane.com

Website: WIX online within the wix account www.wix.com

Logos: Proclaim online

Copywrite CCLI 2656176 (800) 234-2446
<https://store.ccli.com>

Water: Northwest Water 2033334321 1(203)437-4110
The Rep who tests the water quarterly: Steve 1(860) 483-0511 (currently contacts Pedro to schedule a day/time to test since he's home all day. He also has Gejuan's number in case he needs to go into the sanctuary building)

Insurance: Hartford (Quarterly) 14338746 1(866) 467-8730
our info: huntingtonchapel@gmail.com PW: I1gotitt! www.thehartford.com
GuideOne 001415985 1(877) 448-4331
www.guideone.com/myaccount

Internet/Phone: Comcast 8773 40 218 0202661 1(800) 391-3000
www.business.comcast.com

Garbage: OakRidge 2-20843 (203) 743-0405
www.oakridgewaste.com

Electric: UI: Sanctuary 010-0000709-2660 1(800) 722-5584 www.uinet.com
Office 010-0000276-4867
Trailer 010-0001421-5739

User ID: Cenolar. PW: InfoChapel177

(If any issue with pole lights you need the pole #

Pole #S: Parking Lot: 8116/at entrance 8986/ at corner street-Quaker Ridge 995

UI Always asks for cross street: Say that we are at 177 Ripton Rd. at cross street of Ripton rd and Quaker Ridge

Payroll Service: Paychex

SS Curriculum: Superbook **online account**

Copying Machine: Steeves Office (203) 261-3876
steevesservice@aol.com

Office Supplies: We hardly use the accounts below as they are expensive, but here if needed.

Purchase supplies via Costco, BJs, Restaurant Depot, or Amazon

W.B. Mason C2213033 (888) 926-2766
www.wbmason.com

Concordia 77010 (800) 521-0751
www.concordiasupply.com

Septic: Art Maybeck&Son (203) 231-0333

(Needs to be done every 1.5 years: Last time done: **May 2021:** Next needed: **Oct/November 2023**)

TL Home Improvements (Our Neighbor): They have been wonderful in helping the chapel. They donated their service to install gutters to our building. Sometimes they use our parking lot when they have gatherings at their place, and their mailbox is in our lot as well. Contact Tomasz Luczkowski Phone: 203-870-5582/Cell 203-895-0266 email: info@tlhomeimprove.com / website: www.tlhomeimprove.com

In house services: Make checks out to the following Amount Per Week

Admin: Jason Mayo (203) 448-8785 \$400

Worship: Carey Mellers (203) 600-3658 \$300

<u>Cleaning:</u>	Lisa Mellers	(203) 545-8315	\$75
<u>Youth:</u>	Dan Velky	(203) 683-8853	\$50
	Elizabeth Steeves	(203) 683-8122	\$100
<u>Streaming:</u>	Elizabeth Steeves	(203) 683-8122	\$100

Maintain a Business Contact Directory: along with any information for any services and accounts that we have, (such as is shown above) and follow up on any services such as the dumpster (ex: Did they miss a pick up, was our dumpster too over filled, etc...)

Maintaining the dumpster:

Note: The garbage may not be removed if the dumpster is overfilled. If there is too much, you may need to bring some bags to the Shelton Transfer Station. Click the link for directions:

<https://www.google.com/maps/dir/41.3068882,-73.1231582/shelton+ct+transfer+station/@41.2894831,-73.1339156,13z/data=!3m1!4b1!4m9!4m8!1m1!4e1!1m5!1m1!1s0x89e80b79b4ccaf45:0x2794af081ff5585b!2m2!1d-73.0966023!2d41.2595972>

You need ID and be a Shelton resident, but they hardly check. If you are not a Shelton resident you may need to bring church mail which they may find acceptable.

Purchases

Replenish anything needed cleaning, food, office, misc. supplies: Most supplies are purchased at Restaurant Depot, Costco, BJ's, and Amazon. See Folder on "Purchase Supplies" for lists of exactly what we buy where.

See forms:

SEE CLEANING SUPPLIES FORM: for regularly purchased cleaning items

SEE HOSPITALITY CLOSET FORM: For paper goods/utensils

For both cleaning supplies and food supplies we should have extra items in stock in the back bathroom. Whenever something is taken from there a request for purchase should be immediately submitted so that we always have some supplies in the Kellogg Hall Closet, and extra stocked up in the back. These supply sheets are available at both closets so that the form can be filled out and submitted as people take extra supplies from the back.

SEE SUPPLIES FORM: for other purchases.

This form has links for regularly used purchases such as communion cups, ink replacement, batteries, etc... As needed, send the link to treasurer for purchases needed. Just copy and paste the link for the item provided and record how many of each is needed. The treasurer will then use his/her church credit card to make the purchase

Ministry Assistant

Help all ministries in any logistical help that they need, such as printing/filing/collecting leader application forms/permission slips/curriculum, etc....

Each year make sure that we have everyone's forms on file...

Nursery: The Infants Forms regularly updated as visitors come in
The Leaders Application and Background Checks

Sunday School: The Kids Forms regularly updated as visitors come in
The Leaders Applications and Background Checks

Youth Ministry: The Teen Permission Forms regularly updated as visitors come in
The Leaders Applications and Background Checks

See All of These Forms ([Confirm](#))

Maintain Sunday School Supplies: Forms are available for Sunday School Teachers. If any supplies are lacking, they should fill out a form indicating what is needed and pass it on to you to make the purchase.

See Sunday School Closet Supplies Form ([create](#))

Confirm with leaders on an on-going basis that leaders have **whatever is needed**, and if there are any requests that they have (such as temperature adjustment, supplies needed, etc...)

Maintain Thermostat

Make sure that the schedule is updated within the thermostat

The following are the typical adjustments:

Heat (In winter-switch around September): Minimum 65 (when no one scheduled to be there),
70 (1 hour before and 30 mins after scheduled event)

Cool (In summer-Switch around May):

This can also be programmed to the phone via thehuntingtonchapel@gmail.com account.

[\(Reset this to work again\)](#)

Special Events:

Your help may be requested for helping set up events such as the nativity, egg hunt, Easter, VBS, picnic, special services, baptism, etc... Such help may require the following:

- Print/distribute information, promotional materials, sign-up sheets, etc.
- make reservations for places
- purchase needed items
- get insurance waivers for specific events (such as for using the beach for a baptism service).

To make things easier, file old notes, records, resources both digitally and in physical form so that we do not need to recreate the wheel each time. Once something like a sign-in sheet is made, it does not need to be recreated each time. Keep all physical and digital folders organized so that they can be found easily.

Event Contacts:

Insurance Waivers: some events require insurance waivers, such as for reserving a beach for baptism service

For information on the tide (high/low): Go to:

<https://www.us harbors.com/harbor/connecticut/milford-harbor-ct/tides/>

GuideOne Insurance

Acct# 001415985

1(877) 448-4331

www.guideone.com/myaccount

For Waiver call Agent/Broker on Record through Church Asset Management (800)200-7257

ext 4212 or 4219

SEE INSURANCE WAIVER BLANK

SEE INSURANCE WAIVER FILLED OUT FROM A PAST YEAR

Milford Beach: requires a form filled out for reservations.

Milford: Walnut Beach Pavilion for Baptism service: 203-783-3280

Milford Resident must have Milford phone number to reserve: Ask Michael Patrick

Step 1: Confirm available dates with them.

Step 2: Receive the insurance waiver required for this, which will be needed at time of submitting reservation form. ([add our contact and reference info](#))

Step 3: Submit the reservation form along with the insurance waiver

For **Indian Wells** No reservation/insurance waiver/parking cost is required before memorial day or after Labor day. Just set the day with the church and show up. Bring supplies to eat and use the picnic tables that are there. Don't forget silverware, napkins, and **garbage bags.**

Bathroom usage?

SEE MILFORD BEACH RESERVATION FORM

Sign on the Green: If you'd like to put a sign on the green, make sure to submit a form asap.

They only permit the sign to be up for 2 weeks, so make it out for that 2 week period.

SEE SIGN ON THE GREEN FORM

Property and Finance

Maintenance of Repairs: Any services required should be overseen by the admin or church rep, be it the contract of service, contact and scheduling with any workers, and supplying for any needs for the job.

Assist with Workdays: a checklist of jobs may need to be printed, along with purchase of supplies, food, etc.... Make sure to promote this day and request any needed tools or specific talents in advance. Communicate any grounds needs that you see with this team in advance so that it can be scheduled for a workday or a side project. There is a list of seasonal jobs that are required at the fall and spring workdays that are needed to summarize and winterize our grounds.

See Form

Maintain the P &F Binder: Follow up on the progress of jobs done at the chapel and communicate the needs with this team as they move forwards.

With the help of the P and F team, oversee the Insurance policy and monitor church energy usage, along with any other paid service.

Monthly Maintenance Form: This form has been created but not yet implemented as there are still jobs that need to be settled before we can do that. Once all the jobs have been done, someone should be identified to do a monthly check up on everything at the church and make notes of anything that needs to be addressed.

2 jobs of importance that must be done are the regular **changing of the heater filter** in the boiler room (every 3-6 months), and **changing of the water filter at Chamberlin House** in the

basement (instructions for changing the water filter are next to the filter with a QR code that shows the job being done).

[See Monthly Maintenance Form](#)

And

[See Monthly Maintenance Form \(Pre-Workday\)](#)

Prep for VBS and Cub Scout Day Camp:

For Cub Scout Day Camp there are certain requirements that we must have ready in advance including a yearly **Fire Marshall Inspection, and septic inspection**. Make sure that these are ready in advance (Around March-May).

Fire Marshall: Call (203)924-1555 ext 1514 to schedule an appointment with the Fire Marshall.

However, before you do that make sure that the **boiler room** is clear, and the **Fire extinguishers** are inspected and charged in advance.

Communicate with John Zseller from the scouts regarding any of the needs for camp.

John.Zseller@scouting.org

Oversee tenants: Oversee that all the tenants are living in accordance with the contract that they signed, such as garbage being properly dispensed, parking in the correct location, rent being submitted in time, and all other matters on the contract that they signed. If there is an issue, pass it on to the P and F team so that someone there can address the issue at hand.

Scheduling/Upcoming Events

Church Ministries

Scheduling: Yearly:

All ministry leaders should submit their ministry application in to the elders of the church during May for the following academic year. The elders will prayerfully consider what the schedule will look like and what the priority for that season will be. Once the priorities are established it will determine what the yearly schedule will be. All leaders are asked to schedule the entire year to the best of their abilities including weekly events, occasional events, and big events that they are proposing. With this information projected, a digital tentative year schedule should be made available to all leaders for scheduling purposes. Anything beyond 3 months is considered tentative, and upon agreement can change as any ministries impacted communicate these changes. The ministry application describes all expectations for room usage, clean up, etc...

Maintain the 2 calendars, 1 in each of the gmail accounts. The one in huntingtonchapel@gmail.com account is the wholistic calendar that should cover every scheduled event along with any details of needs. This calendar is for leaders to be able to see everything and schedule accordingly. The calendar at thehuntingtonchapel@gmail.com account is the one we link to the website ([create and do this](#)). This should only cover the events that should be projected to the public

See Ministry Application and Scheduling Form: (Pending approval from elders)

Digital and Print Calendar: 3 Months out:

A set 3 month calendar should always be available for the church to be able to see. A printed copy should be in Kellogg Hall and a digital printable version on the church website where others can print out the calendars themselves. These dates should rarely change as shifting schedules cause frustration for people who plan around the schedules set.

[See Calendar Examples \(Publisher Version\).](#)

Outside Usage of Chapel Grounds

The ministries of the church take priority over outside usage of the church grounds, but if the church is available (or the event is deemed important enough to ask a ministry to shift-such as a wedding, funeral, etc...), it is possible to schedule usage of the church grounds. In this case a one-time church usage form should be filled out so that the expectations are clear to everyone and permissions are confirmed/denied with the whole picture in mind. For example, the person seeking to use a room may think that they can set up 6 hours early, but there may be a morning ministry which will need to use the room during that time.

See Church Usage Form

Upcoming Events

Print out promotional flyers: for upcoming events and post them to the Bulletin Boards and in visible areas on the church grounds

Put these flyers on the **church website** as well. If ministries would like things posted on the website they should submit the digital file to you via email or via the google drive.

Weekly Admin Schedule

It is recommended to create a front heavy week schedule with the most important jobs towards the beginning of the week and the less pressing jobs towards the end. This way emails go out, the deposits are made, purchases are made, the website is updated, everything is filed, recorded, and printed. Then as time allows other jobs can be completed like prep for upcoming events, etc...

SEE FORM: WEEKLY SCHEDULE BREAKDOWN ADMIN

Utilize Help

With so many things to do, identify the things that you (as admin with certain access to information and files) must do, and what others can do.

Ideas of where others can help.

Counters: People who can count the contribution, deposit the money, maintain financial files, and enter contributions into powerchurch.

Bulletin Creation: someone can create a weekly, artistic looking bulletin to pass out on Sundays.

Promotional team: People can create promotional flyers and nice looking sign-in sheets for events, take the calendar and transfer it to a beautiful looking calendar, update the website, create nice looking welcome packets, visitor cards, etc...

Social Media Team: People can take resources created, pictures taken and promote events via social media.

Grounds Person: Can be a point person for services that the chapel needs, such as letting in the Northwest Water rep, or overseeing maintenance work on the church grounds.

Resupplier: Someone can check all supplies, first aid kits, and create purchase orders

Forms Person: Can oversee that all kids and leaders have submitted any necessary forms, including follow up on forms/ \$ for specific trips.

1 time

Update budget Numbers: Month payments

Connect all forms to email on wix

put check off spot on schedule

Attendance: Nursery Schedule on clipboard at door/SS on Closet

SS:

Q: Buddy system?

Prep: Leader tags: Nursery and SS

Nursery name and pic for nursery message

Nursery supplies: Duster, disinfect wipes, sponge, wash bin

Lock cleaning supplies closet