



United Methodist Church OF GENEVA

CHURCH COUNCIL RESOURCES

JANUARY 2025

ADMINISTRATIVE INFORMATION

General information:

- Church office is open 8:30am to 4:30pm Monday through Thursday
- Church Staff:
 - Pastor Rob Hamilton, Senior Pastor – rob@genevaumc.org
 - Rev. Heather Connor, Director of Formation & Outreach–
heather@genevaumc.org
 - Carolyn Burnham, Director of Operations – carolyn@genevaumc.org
 - Lorie Montanye, Membership Secretary – lorie@genevaumc.org
 - Jim Alderfer, Financial Secretary - jim@genevaumc.org
 - Kimberley Larsen, Communications Assistant – kimberley@genevaumc.org
 - Scott Stevenson, Director of Music Ministries – scott@genevaumc.org
 - Mike Popplewell, Director of Choral Music - Mike@genevaumc.org
 - Bob Pierce, Coordinator of Audio & Media Arts – Bob@genevaumc.org
- Staff Mailboxes are in the Workroom in the main office.
- Committee mailboxes are located in the church office, in the black cabinet behind the receptionist desk and are in alphabetical order
- The church copier will make both black and white and color copies. Please ask for assistance if you are not familiar with this machine.

Church Access:

- The East and West doors are open during office hours. Admittance after that is by using the keypad next to each of these doors. Enter the four-digit code assigned to you. This will release the magnet that holds the door on the left closed. Once you enter the building the magnet will reengage, and the door will be locked again from the outside. You may go out this door anytime. Codes should not be shared. If someone on your committee needs a keypad code to access the church after



United Methodist Church OF GENEVA

office hours contact Carolyn Burnham. Unless your event is large and the doors need to remain open during it, the outside doors should remain locked at all times. Please assign someone to admit people as they arrive for your event or meeting. If someone is going to be late and need to be admitted after your start time, please have them call your cell number so someone can open the door for them. This is for the safety of all who are in the building.

- Passcodes may be obtained from Carolyn Burnham during office hours.

Calendar Information:

- Either Lorie or Carolyn will add your meeting or event to the church calendar in our database, Elexio that is also used in our digital signage. Please use the [Communications Submission Form](#) that requests this information:
 - Name of event
 - Contact person
 - Room/space requested, if applicable
 - Start and end time of event – if additional set up time is needed indicate that as well
 - Description of meeting or event
 - Special set up needed, as well as equipment
- Please keep us apprised of any changes to your meeting and events.

Elexio

- Committees have been created in our database, Elexio, as Groups. Committee chairs have access to their committee group to send emails directly from Elexio. If you need assistance learning how to do this, please contact Carolyn Burnham.

Purchasing Items and Financial Reports:

- Purchasing items for your area of ministry can be done in two ways.
 - Purchase items needed, then request to be reimbursed. Please take a reimbursement form that can be found in the literature organizer on the back counter of the work room. Please complete the form, attach your receipt, and give it to your committee leader for approval if needed who



United Methodist Church OF GENEVA

will then give it to our Financial Secretary. An online form can be found in the document center.

- You can contact Carolyn Burnham either by phone or email and ask her to make a purchase for you. She will need the full description, the name of the company, and either the street address or the website, and all information pertaining to the purchase.

- Financial reports may be requested from Jim Alderfer for your area of ministry. The reports will list details for all income and disbursements pertaining to your area of ministry.

SharePoint

- Many committees have SharePoint folders set up for sharing files and information.
- If you are a member of a committee using one, Carolyn will contact you separately with instructions on how to get access to SharePoint.
- If you are a Committee Chair and you aren't yet using SharePoint and would like to, contact Carolyn.