General Information

- The church office is open Mon-Thu, 8:30am-4:30pm

- See Administrative Resource Document for staff information.

- Each Committee has a mailbox in the office behind the volunteer desk. Make an effort to check it weekly.

- Church Copier and workroom is available for committee use. Ask for assistance if needed.

Calendar Information

- Please share any meeting and event information for your committee or church group to put on the calendar.

- Items for the calendar should be submitted using the Communications Submission form. See handout for specific information required.

- Lorie and Carolyn will enter your event information to the church calendar.

- If you have a change of date of time for a meeting or event, please send it to **communications@genevaumc.org**

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Zoom and Hybrid Meetings

- If you would like to conduct a meeting online and do not have an application to run one, you may be able to use the church's Zoom account.
- Contact Carolyn Burnham if you would like to set up a meeting. If it doesn't conflict with another meeting, you can use the communications account.
- We have setups in the Parlor and the Library to run hybrid meetings.
- There is a sheet on each cart that holds the equipment with information about how to set it up.
- You will need to get a key for the cart from the office prior to the meeting.
- Contact Carolyn Burnham if you need help setting this up.

Purchasing Items and Financial Reports

- Purchasing items:
  - You can purchase budgeted items for area of ministry and fill out a reimbursement form and turn them in to Jim Alderfer our Financial Secretary.
  - You can also contact Carolyn Burnham to make purchases for you.

- Financial reports may be requested from Jim Alderfer for your area of ministry.

File Sharing

- We are encouraging committees to share files on UMC of Geneva's Sharepoint Account.

- This is a way to share files like in Google Drive, DropBox and One Drive, except the ownership belongs to the church and not a person.

- This should help transitions between committees as we will be able to add and remove access to the files.

- If you are a committee leader, contact Carolyn Burnham to set up access.

- If the email you use for church isn't associated with a Microsoft account you can sign up for a FREE one here: account.microsoft.com, select **Sign in**, and then choose **Create one.**

Communications General Guidelines

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- All proposed communications should be submitted through the **Communications Submission form** or emailed to the communications@genevaumc.org. This group email address is sent to the Communications Assistant Kimberley Larsen, Membership Secretary Lorie Montanye, and Director of Operations Carolyn Burnham

- Communications shall be in keeping with the mission and vision of UMCG.

- Please refer to Guidelines Document for deadlines for communications as they vary by type of media and are defined within each section.

- Legal, proper, church name:
  - United Methodist Church of Geneva
  - UMC of Geneva
  - UMCG

Communication Channels

- **Internal**
  - Weekly Messenger
  - Bulletin Announcements
  - Verbal Message During Worship Service
  - Announcement Slides in Weekly Livestream/Online Worship Service
  - Flyers/Bulletin Boards in church building
  - Brochures
  - Single Subject Emails
  - Congregational Mailing
  - All Church Text Message

Communication Channels

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- **External**
  - Social Media: Facebook, Instagram, and City Spark (Newspaper Calendar) for posting events, activities and other messages
  - Social Media: YouTube and Vimeo for Videos
  - Website
  - Banners/Signage
  - Press Releases

Sharing Meeting & Event Information

- For each event/activity we need date, location, description and contact.

- **As soon as you know you are doing something let us know.**

- Think about who you want to share your information with. Is it to be communicated internally, externally or both?

- Photos are important. People want to see what has happened. Please designate a person to take pictures for each event and submit to Communications so we can share and use it for promoting future events.