

MINISTRY PLANNING

Blueprint

2012

Table of Contents

A. How Do I Schedule an Event?

1. Master Church Calendar
2. Space Reservation
3. Day of Event

B. What Resources Are Available To Assist Me?

1. Audio/Visual
2. Building Access
3. Childcare
4. Communication
5. Kitchen
6. Overflowing Cup
7. Pastoral Assistance
8. Staff Assistance
9. Vehicles
10. Veritas Books

C. How Do I Promote My Event?

1. Announcements
2. Banners/Wall Hangings
3. Flyers
4. Inserts
5. Kiosk
6. Printing
7. Handouts
8. Postings
9. Worship Program
10. Website
11. External Media

D. What About The Money?

1. Purchase Order
2. Check Request
3. Petty Cash
4. Credit Card Revenue
5. Ministry Giving and Fundraising

E. Ministry Toolkit

1. Ministry Event Worksheet
2. Kitchen Use Schedule Sheet
3. Overflowing Cup Coffee Request Form
4. Request for Vehicle Use
5. Veritas Books—Special Order Request
6. Purchase Order
7. Check Request

A. How Do I Schedule An Event?

The first step to planning/scheduling any ministry event is the completion of the **Ministry Event Worksheet (Form 1)**. The completion of the worksheet enables the event to be placed on the church calendar and gives the RTBC staff the information needed to assist you with your ministry event. The completed worksheet can be returned to the office, emailed to **office@rtbc.org**, completed on-line at <http://great.rtbc.org>, or placed in the office bin in the Ministry Resource Room at least two weeks in advance. An event is not scheduled on the Master Church Calendar until the following Monday when all requests are processed. The event with the room reservation will however be immediately placed on the Master Church Calendar and marked as tentative until processed at the weekly management team meeting. After the request has been processed the appropriate Ministry Leader(s) will be notified within two days.

1. Master Church Calendar

A Master Church Calendar has been developed to assist all Ministry Leaders in event scheduling and planning.

To check for the availability for an event view the church calendar in the MLT Area of our website and if the date is available send an email to **churchcalendar@rtbc.org**. Repetitive events occurring on multiple dates and having the same time and place should be requested at the same time. Repeated dates must be resubmitted at the beginning of each church year in August.

2. Space Reservation

Specific room or space requests are made on the **Ministry Event Worksheet (Form 1)**.

3. Day of Event

Gary Feerrar, Facilities Manager (**410-919-8694**) should be the first point of contact for any building issues during a ministry event.

B. What Resources Are Available To Assist Me?

1. Audio/Visual

RTBC has various A/V equipment available for use by our ministries. For a list of available A/V resources please send email to **av@rtbc.org**.

2. Building Access

The contact person for building access is Joan Moore, Office Manager (**jmoore@rtbc.org, 410-798-4868 ext, 101**). Automatic opening and closing of doors, keys and key cards are issued by the Office Manager.

3. Childcare

Childcare arrangements for a ministry event are requested through Michele Clow, Nursery Supervisor (**mclow@rtbc.org, 410-798-4868 ext. 117**). Requests for childcare should be submitted one month before a major event and two weeks before a smaller event. There is limited childcare availability for smaller events. Children's rooms are not available without permission and supervision. The ministry or individual participants may be charged for the cost of the childcare. The complete RTBC Child Care Guidelines are available from **mclow@rtbc.org**.

- 4. Communication**
RTBC maintains a database of all members, regular attendees and guests. Emailing or mailing to a targeted group within our database may be requested. Please email requests to **office@rtbc.org**.
- 5. Kitchen**
The RTBC commercial kitchen is available for ministry use. Please send email to **kitchen@rtbc.org** one month in advance. The **RTBC Kitchen Use Schedule Sheet (Form 2)** should be completed two weeks before the ministry event.
- 6. Overflowing Cup**
The Overflowing Cup may be opened for a ministry event if 30 or more people are attending the event. A request for the Overflowing Cup should be made on the second page of the **Ministry Event Worksheet (Form 1)**. Additionally, the **Overflowing Cup Coffee Request Form (Form 3)** should be completed and be returned to the office, emailed to **office@rtbc.org** or placed in the office bin in the Ministry Resource Room.
- 7. Pastoral Assistance**
To schedule a time to meet with a Pastor contact Mary Mandish, Pastoral Assistant (**mmandush@rtbc.org, 410-798-4868 ext. 116**).
- 8. Staff Assistance**
A request for staff assistance (phone calls, worship program inserts, programs, copying, etc.) for an event or project should be approved in advance. To request assistance please send an email to **office@rtbc.org**.
- 9. Vehicles**
RTBC has two buses and one truck available for ministry use. Depending on the event a ministry may be charged for fuel. Please complete the **Request for Vehicle Use (Form 4)** form two weeks before the event. The form should be sent to Gary Feerrar, Facilities Manager (**gfeerrar@rtbc.org**).
- 10. Veritas Books**
The Veritas Bookstore can order materials for your ministry at a significant discount. Please complete the **Special Order Request form (Form 5)** a minimum of two weeks in advance. Orders are placed each Monday and take about one week to arrive. The Special Order Request form can be sent to **books@rtbc.org** or returned to the office or placed in the office bin in the Ministry Resource Room.

C. How Do I Promote My Event?

1. **Announcements**

Sunday a.m. verbal announcement requests should be emailed to Bill Bloomquist, Worship Pastor (**bbloomquist@rtbc.org**) by noon on the Monday before the planned announcement. Any media announcements must be discussed and approved by the Worship Pastor prior to the production of the announcement. These announcements are generally limited to church wide events/opportunities.

2. **Banners/Wall Hangings**

RTBC has several banner holders available for ministry use. Banners and Wall Hanging should be approved by the ministry's Supervising Pastor. The office staff will have the pre-approved banner printed for your ministry event. Please have the banner/wall hanging approved one month in advance of the event.

3. **Flyers**

All flyers must be approved by the ministry's Supervising Pastor. The approved flyer may be produced and/or copied by the RTBC administrative staff. All approved flyer requests should be emailed to **office@rtbc.org** two weeks in advance. Please note any special printing or paper in the request. The ministry may be charged for special paper or color printing.

4. **Inserts**

All worship program inserts must first be approved by the ministry's Supervising Pastor. The approved insert will be produced and/or copied by the RTBC administrative staff. All approved worship program insert requests should be emailed to **worshipprogram@rtbc.org** two weeks in advance. Please note any special printing or paper in the request.

5. **Kiosk**

A kiosk is normally reserved for three weeks and is generally for use by strategic ministries and church-wide events. Each kiosk will have two 11" X 17" poster holders. The church office will make signs for the reserved kiosks. All signs must fit in the poster holders. If a ministry would like to use a unique poster, the office can print the poster or the ministry can do so and the office staff will place it in the holder for Sunday. To request a special poster an email must be sent to **office@rtbc.org** with the special requirements. All requests for a kiosk should be sent to the church calendar (**churchcalendar@rtbc.org**) two weeks before the requested reservation.

6. **Printing**

RTBC has two high speed printers/copiers to assist you in your ministry. Printing requests should be sent to **office@rtbc.org** two weeks in advance. For small volume copying there are two smaller black and white copiers located downstairs in the Children's Resource Room and the Ministry Resource Room. Depending on the volume a ministry may be charged for the use of a copier (\$0.01 per copy for Black-and-white and \$0.05 per copy for color) and paper.

7. **Handouts**

Please do not handout any materials to people as they enter or leave the worship service without the prior approval by a member of the Pastoral Staff at least one week in advance.

8. Postings

The hanging of posters on walls or on windows and doors in the church must be approved two weeks in advance. Postings in the bathrooms in the plastic displays on the doors must be approved in advance. To request approval send email to **office@rtbc.org**. Any postings not approved will be removed.

9. Worship Program

Worship Program and slide announcements should be emailed to **worshipprogram@rtbc.org** by noon Monday. Due to limited space the worship program announcements may be edited.

Note: All events must have been approved and placed on the Church Calendar prior to being placed in the worship program.

10. Website

Requests for ministry events to be listed on the website should be made two weeks in advance. Requests should be sent to **office@rtbc.org**. Online payment for an event must be requested one month in advance and is subject to approval by the Executive Pastor.

11. External Media

All advertisements, press releases, public service announcements, etc. must be pre-approved by the ministry leader and the ministry's Supervising Pastor.

D. What About The Money?

1. Purchase Orders/Reimbursements

All purchases must be approved by the ministry leader. Purchases in excess of \$100 must be pre-approved by the ministry's Supervising Pastor. A **Purchase Order (Form 6)** should be used for all purchases, must have supporting documentation (receipts, invoices, etc.), and be submitted to the ministry's Supervising Pastor within five days of purchase. Purchase Orders requiring checks are due to the Financial Assistant by 10:00 am the Tuesday before a check run. Checks are cut every two weeks.

2. Check Request

A **Check Request Form (Form 7)** is used for payment requests where a payment for services is not accompanied by an invoice or receipt. For example, benevolence payment, guest speaker, etc. Check Requests must be submitted to the ministry's Supervising Pastor for approval. Checks are cut every two weeks. Check requests are due to the Financial Assistant by 10:00 am the Tuesday before a check run.

3. Petty Cash

In order for the office staff to serve you in a timely manner, petty cash for a ministry event needs to be requested two weeks prior to the event. Requests should be sent to Mary Fitzgerald, Financial Assistant (**mfitzgerald@rtbc.org**). Petty cash needs to be returned by the close of the next business day after the event.

4. Credit Card Revenue

Credit Card usage requests for a ministry event should be sent to Mary Fitzgerald, Financial Assistant (mfitzgerald@rtbc.org) two weeks prior to the event. The ministry leader will receive instructions from the Financial Assistant and will be responsible to communicate the proper procedures to the rest of the team.

5. Event Revenue

All revenue from an event needs to be turned into the financial office by the close of next business day following the event. Revenues placed in provided envelopes may be dropped in a Riva Link box during weekend events.

6. Ministry Giving and Fund Raising

Permission for fundraising is limited and requested through the Supervising Pastor for your ministry and is approved in accordance with the guidelines established by the Elder Board.

Note: If you purchase items for a **church sponsored** ministry event and would like to receive tax credit rather than reimbursement you must do one of the following two things.

- a. It is the responsibility of the individual to personally document contributions under \$250.00. The \$250 is an individual and not a cumulative amount. Your purchase receipt is sufficient for IRS purposes. RTBC can not add these receipts to your RTBC tax statement.
- b. For receipts over \$250, you may either request that the financial office send a letter of acknowledgement to attach to your receipt or request reimbursement and then sign the check back over to RTBC. That amount will then be added to your RTBC tax statement.

Ministry

Forms



475 W Central Avenue, Davidsonville, MD 21035 * 410-798-4868 * www.rtbc.org

MINISTRY EVENT WORKSHEET

* Completed worksheet required at least 2 weeks prior to event

<http://great.rtbc.org> (online completion)

Name of Requestor: _____ Date Requested: _____

Type of Event: _____ Event Date: _____

Event Day of the week: _____

Event Time (Start and Stop Time)*: _____ # of People at Event: _____

Rooms Requested to Use^:

<input type="checkbox"/> Classroom	<input type="checkbox"/> Food Court	<input type="checkbox"/> Training Center	<input type="checkbox"/> Small Breakout room
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Children's Wing	<input type="checkbox"/> MS Room	<input type="checkbox"/> Large Breakout Room
<input type="checkbox"/> HS Room	<input type="checkbox"/> Young Adult	<input type="checkbox"/> Worship Center	<input type="checkbox"/> Gym/Fellowship Hall
<input type="checkbox"/> Playground	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Sports Field	<input type="checkbox"/> Other _____

Requestor's Ministry: _____ Is this a Recurring Event? Yes No

Name of Event Coordinator: _____

Event Coordinator Contact Phone Number: _____

E-mail: _____

Description of Event/Event Details: _____

* Set up for event can begin 90 minutes ahead of start time and all clean up must be done 90 minutes following event conclusion unless an exception is granted by a Pastor.

^Certain locations for events within the church require adherence to specific policies and guidelines for that area which will be given to the event coordinator for compliance.

Additional Items Needed for Event (please check if needed):

___ **Coffee***: (please circle one - Full Coffee Bar or Drip Coffee)

___ **Doors**: Which doors do you need to be unlocked?: _____

What time do you need the doors unlocked _____ and locked _____?

___ **Tables and Chairs**: How many tables _____ and chairs _____ needed?

What type of tables do you need? _____

___ **Childcare*^**: How many children and what ages do you expect: _____

___ **Tech Support***: What type of technical support is needed? _____

___ **Audio/Visual Equipment**: What type of A/V equipment is needed? _____

___ **Keys**: What areas of the building do you need keys? _____

___ **Kitchen #** : Kitchen use purpose? _____

___ **Custodian*** : This person would take care of trash during event and help coordinate clean up after the event is completed.~

___ **Transportation**: ___ Bus ___ Truck ___ Other: _____

* Designates requests that may incur a financial charge to the ministry.

^ Any use of childcare requires coordination with Michelle Clow, RTBC's Nursery Supervisor, and adherence to RTBC's Childcare Guidelines. Children ages 17 and under are not allowed to be left unsupervised anywhere in the church building at any time.

Depending on intended usage of the kitchen, RTBC may require a kitchen coordinator to be present which may result in a charge to the ministry.

~ All cleaning supplies are located in the laundry room closet in food court (combo: 4868)

***** OFFICE USE ONLY *****

Request Submitted By: _____ **Date:** _____

Request Authorized By: _____ **Date:** _____

RTBC KITCHEN REQUEST

Ministry Name or Group: _____

Ministry Contact Name: _____ Phone Number: _____

Email: _____ Cell Phone: _____

Date: _____ Time: _____

Name of person certified to use the kitchen (must be present during event): _____

KITCHEN USE: Food Preparation Cooking Storage

EQUIPMENT YOU WILL BE USING:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Hot Trays One Side | <input type="checkbox"/> Coffee Post | <input type="checkbox"/> Buffet Trays with Fuel |
| <input type="checkbox"/> Freezer | <input type="checkbox"/> Dish Washer | <input type="checkbox"/> Commercial Fryer | Cans # _____ |
| <input type="checkbox"/> Gas Range/Burners | <input type="checkbox"/> Pots | <input type="checkbox"/> Toasters | <input type="checkbox"/> Lemonade Dispensers |
| <input type="checkbox"/> Gas Stove | <input type="checkbox"/> Frying Pans | <input type="checkbox"/> Microwave | <input type="checkbox"/> Ice Tea Dispensers |
| <input type="checkbox"/> Convection Over | <input type="checkbox"/> Cooking Trays | <input type="checkbox"/> Blenders | |
| <input type="checkbox"/> Food Warmer # 1 | <input type="checkbox"/> Cooking Utensils | <input type="checkbox"/> Food Spices | |
| <input type="checkbox"/> Food Warmer # 2 | <input type="checkbox"/> Serving Trays | <input type="checkbox"/> Large Crock Pots | |
| <input type="checkbox"/> Hot Trays/Both Sides | <input type="checkbox"/> Pitchers | <input type="checkbox"/> Small Crock Pots | |

Round White Table Cloths How Many: _____

Plastic Table Cloths How Many: _____

Rectangular White Cotton Table Cloths How Many: _____

Cloth Napkins: How Many: _____

Paper/Plastic Supplies

Salad Bar and containers (Requires Approval)

Approved by: _____ Date: _____

ITEMS TO STORE IN REFRIGERATOR: (Identify Below)

ITEMS TO STORE IN FREEZER: (Identify Below)

The Overflowing Cup Coffee Request Form

Name: _____ Contact number: _____

Ministry: _____

Event: _____

Date of Event: _____ Time: _____

*If there are more than 30 people attending the event, you have the option of opening the coffee bar for specialty drinks and pastries.

_____ We need the staff to open the café for business
(\$10/hr and drink costs, guaranteed minimum of \$25 per hour in sales required*)

AND/OR

_____ We would like to offer unlimited free drip coffee (commercial brewer)

Start Time: _____ End Time: _____

OR

_____ We need the coffee cart available for this event

Instructions For Coffee Cart Usage:

1. Coffee cart includes coffee brewer, cups, lids, napkins, creamers, sweeteners and coffee packets, and is located in the coffee shop behind the counter.
2. To use the coffee brewer, fill the brewer with enough water for the amount of coffee you are making. Use the pre-packaged coffee on the cart (each packet makes one 10-cup pot). The filter is included and must be rinsed after each use. You may use as much coffee as you need.
3. At the end of your event, please rinse out the pot and filter, and unplug the machine. Please place the entire cart either in the kitchen or behind the coffee bar.

In the event that the equipment does malfunction or something is unavailable, please contact Jennifer Gray at 443-223-5025.

****In the event the coffee bar does not make at least \$25 per hour during an event, your ministry is responsible for making up the guaranteed minimum***

FAQ BOOK ORDERS

1. When should I place my order?

Place your order as soon as you have all of the information required on the form.

2. What if I do not have all of the info the form requires for book I need?

If you do not know a certain piece of info, please e-mail the bookstore staff (books@rtbc.org) with what you have and we will do some research for you.

3. What if I need to place an order, but do not have the form?

Simply e-mail the info to books@rtbc.org and the bookstore staff will work with that.

4. When can I expect my order and how will I know when it has actually arrived?

When your order is placed, you will be e-mailed with the expected arrival time, and you will also be e-mailed when the order actually does arrive.

5. How will I, or the people in my group, get the books?

Books will be available for purchase in the bookstore the Sunday after they arrive. Other arrangements can be made by e-mailing the bookstore staff (books@rtbc.org) if this doesn't work for you and your group. Also, the bookstore will be open Wednesday nights when there are classes RTBC sponsored classes being offered.

6. What if I do not have e-mail?

Call the church office and leave a message for the bookstore staff and someone will return your call ASAP to help you get your order placed.

Have more questions or need more information? Please e-mail your questions to [**books@rtbc.org**](mailto:books@rtbc.org)

MINISTRY BOOK REQUEST FORM

Below is the information that needed to place your order successfully. You may e-mail this info to me **OR** fill out this form and leave it in my mailbox in the church office or hand it to a bookstore worker anytime the bookstore is open.

Thanks,
 Cherie Coleman
ccoleman@rbc.org
 cell: 410.507.2001

Name and Contact Info	Group/Class	Specific Title of Book(s) and Author (ISBN is helpful if known)	Number of Books Needed	Date Needed By

RIVA TRACE BAPTIST CHURCH

PURCHASE ORDER

475 WEST CENTRAL AVENUE
 DAVIDSONVILLE, MD 21035
 PHONE: 410-798-4868 ~ FAX: 410-798-4868

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MARYLAND TAX EXEMPTION # 29130938

V E N D O R 	S H I P T O
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DATE OF ORDER	DATE REQUIRED	SHIP VIA	F.O.B.
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TERMS	REQUESTED BY
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#	MINISTRY ACCT #	MINISTRY ACCT DESCRIPTION	✓	ITEM QUANTITY	ITEM DESCRIPTION	PRICE	AMOUNT
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

IMPORTANT: OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND CORRESPONDENCE. NOTIFY US IMMEDIATELY IF UNABLE TO SHIP BY DATE REQUIRED.

BY

White Copy to Vendor/Supplier ~ Yellow Copy to Financial Secretary ~ Pink Copy to Office Administrator

Rev 10/07

RTBC CHECK REQUEST FORM

Payable To:		Check Memo :	
Address :		Other Info:	

NO reimbursements will be given without the ministry Supervising Pastor's approval.

Acct #	Description	Amount	Memo
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
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		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

TOTAL \$ _____

REQUESTED BY:	APPROVED BY:	PASTOR AUTHORIZATION:
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Contact Information

Phone: 410-798-4868
Fax: 410-798-4537
Website: www.rtbc.org
MOPS website: www.rtbcmops.org
OARS website: oars.rtbc.org

Ministry Event Worksheet

On-line Completion

1. Go to the RTBC website
(<http://www.rtbc.org>)
2. Log into your MLT account.
3. Click on the Forms tab.
4. Click on the Ministry Event Worksheet.
5. After you have completed the form and hit the submit button, the form will automatically be emailed to the office.

Hard copies of all forms can be found in the Ministry Resource Room.

Staff

Email addresses follow the pattern of first initial/last name

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Ext.</u>
Dennis Gray	Senior Pastor	dgray@rtbc.org	105
Keith Hammer	Executive Pastor	khammer@rtbc.org	104
Bill Bloomquist	Worship Pastor	bbloomquist@rtbc.org	103
Joey Ruyter	Student Pastor	jruyter@rtbc.org	102
Dan Baden	Treasurer	dbaden@rtbc.org	108
Michele Clow	Nursery Supervisor/Admin Assist	mclow@rtbc.org	117
Cherie Coleman	Bookstore Manager	ccoleman@rtbc.org	109
Michael Greene	Assoc Pastor Creative Arts	mgreene@rtbc.org	114
Ginny Fee	Administrative Assistant	gfee@rtbc.org	100
Gary Feerrar	Facilities Manager	gfeerrar@rtbc.org	122
Mary Fitzgerald	Financial Assistant	mfitzgerald@rtbc.org	107
Jenn Gray	Overflowing Cup, Manager	jgray@rtbc.org	112
Dan Hammer	OARS Director	dhammer@rtbc.org	115
Mary Mandish	Pastoral Assistant	mmandish@rtbc.org	116
Joan Moore	Office Manager	jmoore@rtbc.org	101

Ministry

Email addresses have been created for several of the ministries. The ministry address is either accessed directly by the ministry leader, forwarded to the leader or forwarded to a distribution list. If you want an email address for your ministry please send a request to office@rtbc.org Below is a list of the current ministry email addresses.

<u>Ministry Name</u>	<u>Email Address</u>	<u>Type of Account</u>
Book Club	bookclub@rtbc.org	Forward
Cub Scouts	cubscouts@rtbc.org	Forward
Deacons & Yokefellows	deacons@rtbc.org	Distribution
Divorce Care	divorcecare@rtbc.org	Distribution
Elders	elders@rtbc.org	Distribution
Food Pantry	foodpantry@rtbc.org	Distribution
First Impressions	firstimpression@rtbc.org	Distribution
Growth Groups	groups@rtbc.org	Distribution
KidzCentral	kidzcentral@rtbc.org	Distribution
Journey Singles	journeysingles@rtbc.org	Distribution
Kitchen	kitchen@rtbc.org	Forward
Meals	meals@rtbc.org	Distribution
Men's	men@rtbc.org	Distribution
Missions	missions@rtbc.org	Distribution
MOPS Ministry	mops@rtbc.org	Distribution
OARS	oars@rtbc.org	email
Office	office@rtbc.org	Distribution
Overflowing Cup	overflowingcup@rtbc.org	Distribution
Prayer Chain	prayer@rtbc.org	Forward
Trustees	trustees@rtbc.org	Distribution
Ushers	ushers@rtbc.org	Distribution
Veritas Books	veritasbookstore@rtbc.org	Distribution
Vital Link	vitallink@rtbc.org	Distribution
Web	web@rtbc.org	Distribution
Women's Ministry	women@rtbc.org	Distribution
Women's Bible Study	wbiblestudy@rtbc.org	Distribution
Worship Ministry	worship@rtbc.org	Distribution

