



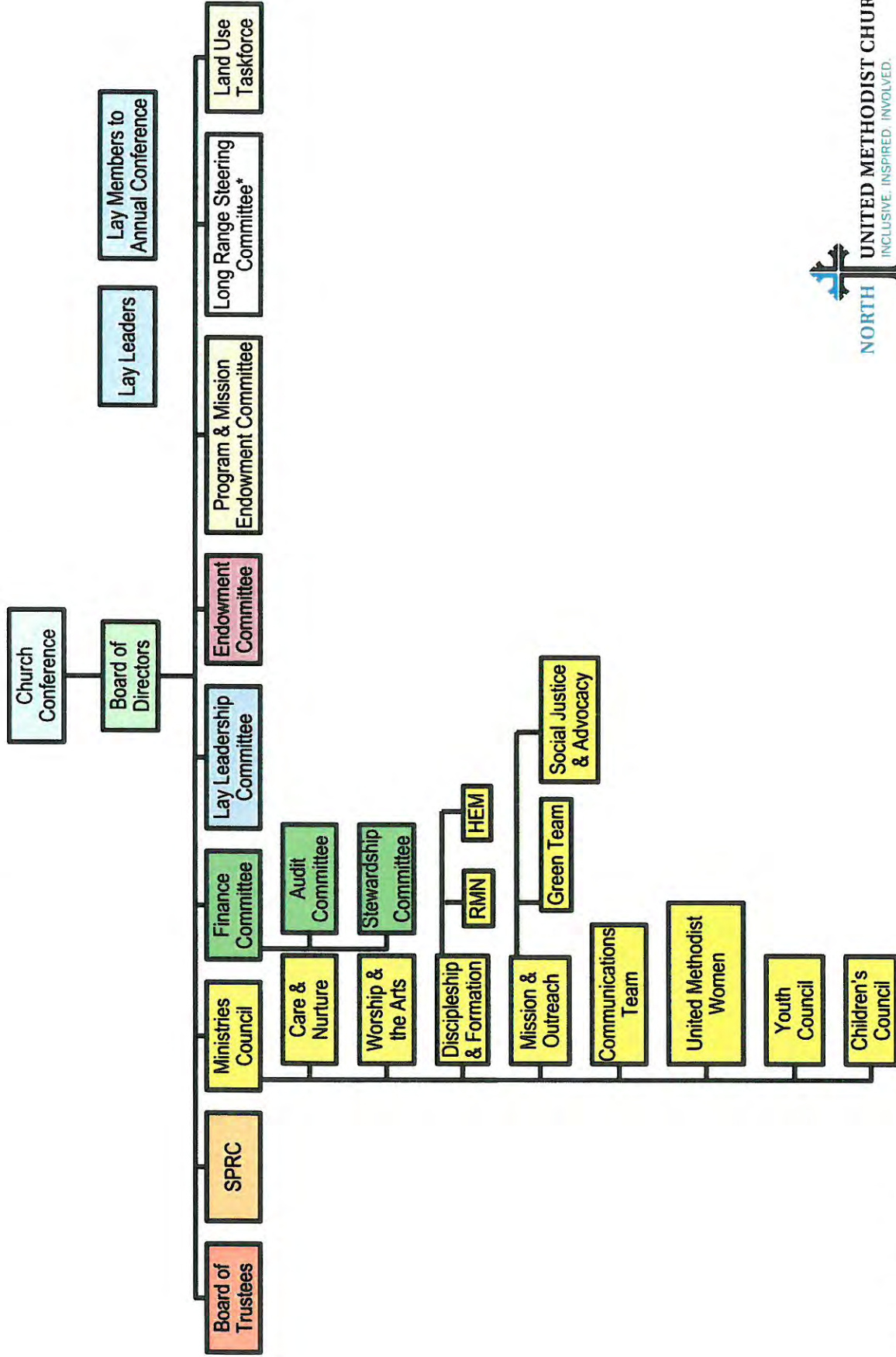
**NORTH CHURCH**  
INCLUSIVE. INSPIRED. INVOLVED.

**REFERENCE GUIDE**  
for  
**Congregation Leaders**

3808 North Meridian Street  
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[www.northchurchindy.com](http://www.northchurchindy.com)

# North United Methodist Church Committee Organizational Chart

As of January 7, 2015

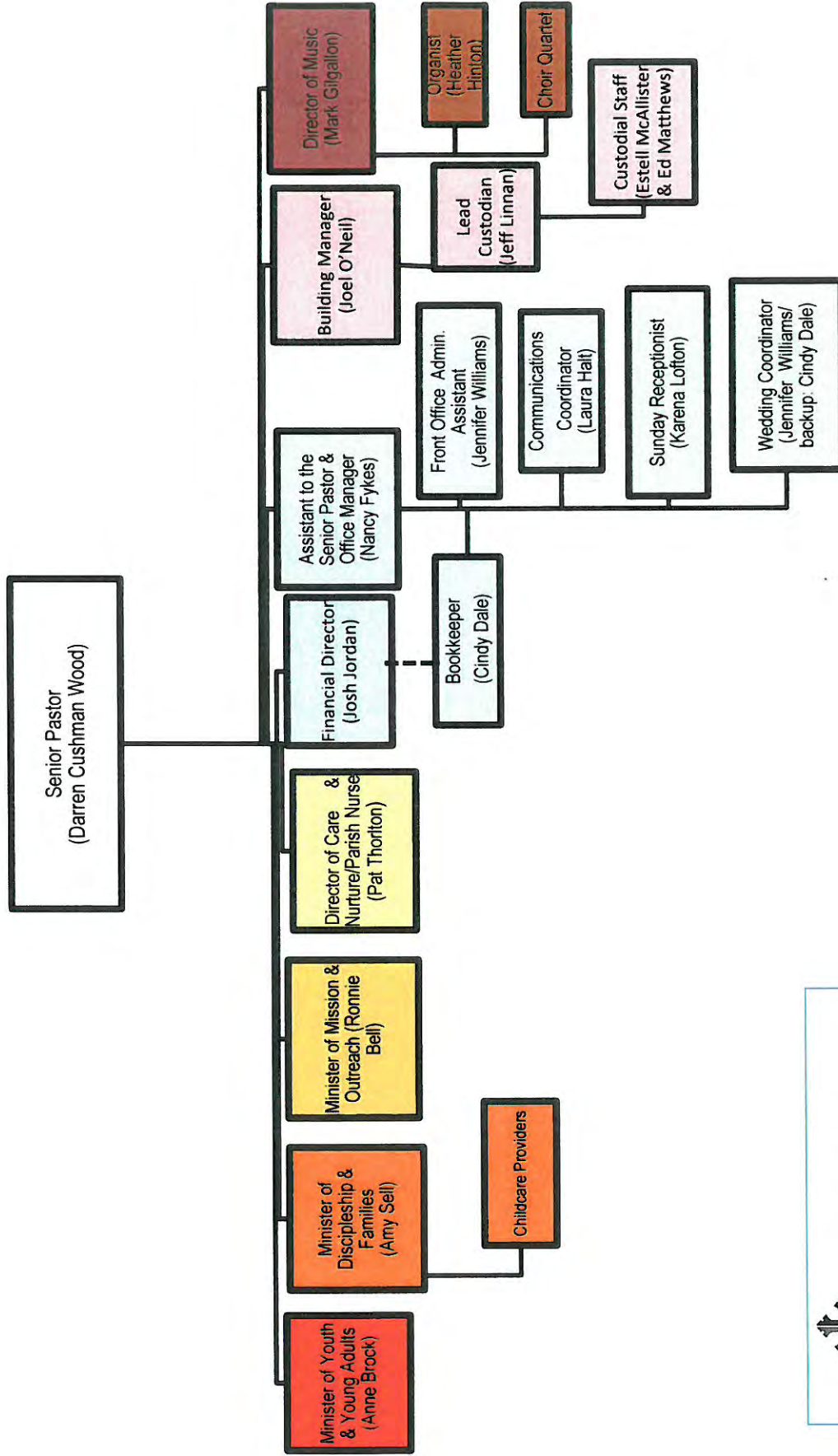


\* Ad hoc committee



# North United Methodist Church Staff Organizational Chart

As of January 2017



## EXTENSIONS /BRIEF OVERVIEW OF STAFF DUTIES

Amy Sell	41	Minister of Children and Families
Anne Brock	30	Minister of Youth & Young Adults
Cindy Dale	32	Bookkeeper - Deposits, accounts payable, time clock, payroll, reports for budget and other financial information
Darren Cushman Wood	33	Senior Pastor – 1 <sup>st</sup> notification of health issues/death; Taizé
Heather Hinton	None	Organist
Jeff Linnan Ed Matthews Estell McAllister	26	Facilities Staff – Room set-up, clean-up, and numerous other physical support
Jeff Linnan	26	All scheduling for use of facilities for meetings
Jennifer Williams	44	Administrative Assistant – Flowers, supplies, Front Desk Volunteers, Weddings
Joel O’Neil	34	Building Manager – Vendors, sales, maintenance, repairs
Joshua Jordan	25	Finance Director -- Annual budget, monthly reporting of financial statements, and liaison to banks/outside auditors/etc.
Karena Lofton	21	Sunday Receptionist
Laura Halt	22	Communications Coordinator – Membership, Communications, E-Newsletter, Website, Happenings section of bulletin
Mark Gilgallon	29	Director of Music
Nancy Fykes	28	Asst. to Sr. Pastor / Office Manager - baptisms, funerals, bulletins, – Supervisor for all front office staff
Pat Thorlton	23	Parish Nurse/Director of Care & Nurture - Health Ministries; hospitalizations
Reception Desk	21	Hospitality Volunteers
Ronnie Bell	36	Minister of Mission & Outreach; Farmers Market; Requests for help; community persons, etc. with needs/requests
2nd Office Phone	24	Phone located by paper cutter in inner office
Inner Office	40	Phone on desk in back office (where cubicles are)
CR Kitchen	37	Community Room Kitchen
FH Kitchen	27	Fellowship Hall Kitchen



## Responsibilities

### Team Leaders

- Schedule meetings
  - Submit invoices
    - Set Agenda
- Keep/Distribute Minutes
- Orient new team members
- Report attendance concerns
  - Cultivate & Contact volunteers
  - Cultivate potential successors

### Staff

- Bring financial reports
- Cultivate Volunteers
- Advise LLC on potential chairs
  - Report dormant committees
- Share administrative timelines
- Advise about other church activities
  - Coordinate Communications

## **Childcare Ministry Guidelines**

*Childcare Ministry of North United Methodist Church seeks to provide quality childcare in accordance with Safe Sanctuaries best practices to allow adults with custodial care of young children accessibility to fully engage in the life of the church through participation in worship, discipleship classes, meetings, and rehearsals fulfilling our vision to be open, inclusive, and welcoming of ALL people.*

Childcare Contact: [asell@northchurchindy.com](mailto:asell@northchurchindy.com)

### Availability

- weekly on Thursdays from 6:45-9:00 pm, September-May
- weekly on Sundays from 12:00-1:30 pm, September-May
- during week night meetings when needed

### Scheduling

- chairperson (except for choir and staff led studies) is responsible
- child care needs to be scheduled at least 2 weeks ahead of the event

### Canceling

- chairperson (except for choir and staff led studies) is responsible
- email Amy, [asell@northchurchindy.com](mailto:asell@northchurchindy.com) to let her know that child care is no longer needed
- out of respect for our childcare staff, please provide at least 48 hours advance notice of a cancelation
- childcare is considered canceled whenever the church is closed due to inclement weather

### Best Practices

- scheduled at a 1:4 ratio with an open door policy
- the meeting chairperson (or a delegate who is present at the scheduled meeting) must have a childcare pager in case of emergency

# Top 10 Tips to Help North Grow

1. Share a Post—Share North Church Facebook & Twitter posts on your social media pages
2. Reply—Respond to emails from staff members when asked to help spread news about upcoming events
3. Give the Card—Share a special worship service card with a friend or family member and ask them to come to worship with you
4. Post the Card—Put a special worship service card on bulletin boards and on your desk or area at work
5. Mix Your Friends—Invite a non-church member to a small gathering of church members (e.g. a Sunday School class party) and mingle your friends
6. Help Create the Buzz—Tell others about the events and ministries taking place at North Church (you do not need to invite them, just tell them what is going on.)
7. Forward the News—Share links to news reports about events related to and happening at North Church on social media and in emails
8. Wear It—Wear your North Church T-Shirt in public and at all church-related outings
9. Evites—Send a social media invitation to friends for church events
10. Special Signatures—Add to your email signature graphics and information about the next special worship service

# Communication Guidelines

## Updated January 10, 2017

### PRIMARY MEDIA CHANNELS – Overseen by Communication Coordinator

#### The Happenings (bulletin):

- *Purpose: A **primary media channel** in which: 1. those without means of e-communication can still receive vital information via print and 2. to re-emphasize announcements from e-newsletter.*
- Best Practices:
  - Topics
    - Priority will be given to information from e-newsletter
      - Priority will be given to topics with specific dates/times
    - Communication Coordinator will begin advertising event 4 weeks/one month prior to event (as space allows)
    - Events/topics (if it pertains to North and/or its congregation members) will be collected from NorthNet and inserted as space allows
    - Topics from North Church groups/committees which were not included in newsletter will be included as space allows
    - Description will be no longer than 3 lines of text
  - Deadlines for submitting information
    - Ministries are encouraged to submit information at least 1 month in advance of event so event can be publicized as space allows

#### Newsletter:

- *Purpose: A **primary media channel** in which internal news from Church ministries to be shared with congregation and supporters.*
- Best Practices:
  - Topics
    - No more than 3 topics submitted per ministry area per week (any additional topics will be at the discretion of Communications Coordinator)
      1. Priority will be given to those topics affecting large groups of people/entire congregation
      2. Priority will be given to time-sensitive events/announcements
    - Topics will be no longer than roughly 50 words. If longer, submission will be created into .pdf and hyperlinked with a teaser in newsletter.
    - Pictures with text submissions are encouraged (will be used at the discretion of the Communications Coordinator)
    - If a North group/committee wants to publicize event etc, they must use one of the ministry topic spots – this will be at the discretion of the Communications Coordinator and Ministry leader.
    - Information from topics will also be listed in The Happenings
  - Events
    - If ministry has an event which has a specific date/time, they will run the 2 weeks prior to scheduled date/time
      1. If event has an RSVP deadline, the event will run 2 weeks prior to the RSVP deadline
    - If no specific time/date, submission will run as space allows (running no more than 2 weeks)
    - Save the Dates will count as one topic but can run farther out than the 2 weeks prior (standard practice- 6 weeks out from event/registration deadline)
    - Special consideration will be given to major campaigns (i.e. Advent/Lent) which will be advertised at 6 weeks in advance
  - Main picture
    - Will be at the discretion of Communications Coordinator based on pictures submitted



- Blue sidebar
  - To be used for special topics which are all church announcements and do not fit in ministry areas (i.e. welcoming new staff, contests, etc)
- Deadlines for submitting information
  - Ministries are encouraged to submit information at least 2 weeks in advance of the targeted run date to allow for edits

Print Material (banner, posters, etc):

- *Purpose: A **primary media channel** in which general church information and additional information from Happenings and E-Newsletter can be shared and posted.*
- Best Practices:
  - Posters will be hung on bulletin board or on the wall in designated locations by Communications Coordinator 4 weeks (one month) prior to event
  - Ministry leaders should work with Communications Coordinator and staff partner to create and order needed materials based on budget
  - Ministries are encouraged to submit information at least 2 months in advance of the targeted need-by date to allow for printing/shipping/etc
  - Banners are reserved for all-church/large events

Social Media (Facebook/Twitter/Pinterest):

- *Purpose: A **primary media channel** in which both internal and external announcements can be shared with congregation members and supporters to emphasize Church news and events or generate conversation regarding a specific topic.*
- Best Practices:
  - Topics
    - No more than 2 collective posts per day from church staff
    - Communications Coordinator will oversee social media to ensure questions, private messages and posts are answered in timely manner
    - Congregation members and supporters may also post information on social media or submit requests to the Communications Coordinator
  - Ministries are encouraged to submit information at least 2 weeks in advance of the targeted start run date to allow for edits

Website:

- *Purpose: A **primary media channel** in which internal news from Church ministries to be shared with congregation, supporters, general public and prospects.*
- Best Practices:
  - Sliders:
    - Priority will be given to All Church Events/special events or those events engaging large groups of people
    - Picture/caption/text will be finalized by Communications Coordinator – drafts or ideas can be submitted
    - No more than 5 websliders at a time will be posted
    - If spots allow, sliders can be posted 1 month in advance of event
    - If submitting a slider, it must be sent as a .jpg at a size of 728x315 pixels (must include a 50 pixel black bar at bottom of image) – Communications Coordinator reserves the right to request edits or request original image to edit
  - General edits/updates to website will be completed within 48 hours of submission to Communications Coordinator
  - Ministry areas/pages will be reviewed semi-annually to update contact and content information
  - Ministries are encouraged to submit information at least 2 weeks in advance of the targeted start run date to allow for edits