

# **Procedures for Planning and Implementing Church Events at Redmond Presbyterian Church For Those Serving in Ministries of the Church**

December 2006

## **1. Date, Time and Place for Your Event**

- Determine when and where your event should be held.
- Check the *Master Calendar of the Church* (on our website [www.redmondpres.org](http://www.redmondpres.org)) to determine: 1) if the space is available and 2) that your event doesn't conflict or crowd other church events. (Note: some events require Session approval before they can be advertised)

## **2. Point Person Designated to Coordinate the Event**

- Designate one point person who will be accountable for the event.

## **3. Contact the Church Office**

- Let the church office know of your place and time of event and your point person.

## **4. Using Church Facilities**

The group or person(s) using the church are responsible:

- to make sure that church keys to unlock the church building are secured beforehand (through the church office)
- to see that the set up of tables and chairs, heating, lights are in place for the event
- to see that the space used is returned to its original state, (with lights and heat turned 'off,' doors locked, and messes cleaned up)

## **5. Advertising Your Event**

- Church-wide events should be advertised well in advance
- We encourage church related groups and ministries to use the Newsletter (you need to plan at least one month ahead for this)
- the Sunday morning bulletin, announcements before worship services, email, sign-up at tables in the back of the sanctuary, Campus postings, and mailed invitations are ways to make your event known
- Creative and brief written and spoken announcements are encouraged in order to address your audience (the congregation and our visitors) in ways that are engaging and assume that people have no prior knowledge of what you are advertising.