

## Frequently Asked Questions (FAQ): helpful information for planning and leading at Davis UMC

### 1. How can I communicate with the church office?

Our Office Manager, Anna Wisehart, is your main contact for many things. Contact Anna in the church office by email at [davisumc@daviumc.org](mailto:davisumc@daviumc.org), or by phone at 530-756-2170.

### 2. How can I check a date and reserve space on the church calendar?

To see what is already on the church calendar, find the calendar online at the “calendar” link on the church’s website ([www.davisumc.org](http://www.davisumc.org)). Ministry/Committee chairs are responsible for adding ministry events and meetings to the church calendar. If you haven’t used the calendar before, get a log-in name and password from **Anna** (church Office Manager) if you don’t have one already. Anna can also give you simple instructions on using the online calendar. Note: **When adding an event to the calendar, please be sure to select the location on the “location” tab to avoid room/space conflicts.**

### 3. How can I communicate with the congregation?

**Church Newsletter**, the *Crossection*: currently published (electronically) monthly on the last day of the month. Deadline for submission is the 20<sup>th</sup> of the month.

**Thursday e-mail news**: currently sent each Thursday. Deadline for submissions is noon on Wednesday.

**Sunday morning bulletin insert**: talk to Anna to plan ahead for the time to create the insert. Please give at least one week’s advance notice.

**Sunday morning AV slide**: Talk to Anna in the church office.

**Bulletin boards** are also available for displays in the Fellowship hall. To reserve space for a display, e-mail **Carol Jewell**.

**Sunday morning worship Announcements**: please give to **Pastor** ahead of time – by Saturday evening at the latest – so she can fit in to the flow of worship.

The **Church Calendar** is a communication tool, too! Consider including complete event details under the “description” tab.

All communications may be edited for accuracy, clarity, or length.

### 4. How can I provide child care for my group’s meeting or event?

Davis UMC is committed to supporting parents in their involvement at every level of the church by budgeting adequately for child care for meetings, classes, events, etc. The office manager is the point person for scheduling child care. Please let the office manager know as far in advance as possible when child care is needed; she will contact our child care staff to schedule workers. When possible, please also

communicate the age(s) of children expected to attend; this helps our child care staff prepare appropriate activities.

#### **5. How can I get in touch with these people?**

The church office can produce an updated church directory at any time upon request. Our database is continually updated; a directory produced out of the church office from the database is much more accurate and up-to-date than the photo directory. It is recommended that you request a new directory from the church office if your copy of the directory is more than 6 months old.

#### **6. What should be brought to the Church Council?**

Any plans or program information that significantly impact other ministries or the church as a whole should be placed on the Council agenda for *discussion and collaboration*. Council *votes* on items that are a matter of church policy or are public statements on behalf of the church.

#### **7. How can I find out about something not included in this document?**

The church office is your go-to for many things that will assist you in your leadership role: all-church communications, church directories, committee rosters, calendar logins and instructions, and more. Please don't hesitate to call or email the church office with questions. If Anna (office manager) can't answer your questions, she probably knows who can.