

ADMINISTRATIVE POLICIES AND PROCEDURES

1. Scheduling Meetings

- A. Notify church office as early as possible but with a minimum of 24 hours in advance of meeting dates.
 - 1. At the time of reservation please indicate any special needs (audio visual equipment, mics, paper products, etc) and room set up so that it can be noted for the custodians.
 - 2. Allow **15 days** for rental equipment requests, including extra mics, PowerPoint projectors and overhead projectors.
- B. **NO FOOD IS ALLOWED IN ANY OF THE CLASSROOMS** unless approved by the Pastor or Church Administrator. Food may be served in the Fellowship Hall area near the Chapel and in the Multipurpose Room.
- C. Groups are responsible for locking doors and turning off lights in classrooms after meeting is over.
- D. Notify church office of **ALL** cancellations of meetings in scheduled rooms.
- E. If an accident occurs, please complete an Incident Report Form.
- F. Disciples must meet in rooms assigned, rather than take rooms they see vacant. Compliance is imperative to allow building custodians to prepare and clean crucial areas of the church in a timely manner.
- G. No one is authorized to unlock a room except the building custodians, the Pastor or the Church Administrator. No rooms should be unlocked that are not scheduled.
- H. Requests for rooms by groups outside of the discipleship of the church will be considered on a case by case basis.
 - 1. We cannot honor long-term scheduling, due to space restraints and availability.
 - 2. The request must be made through the church office.
 - 3. Request are reviewed by the Administrative Assistant and approved by the Church Administrator.
- I. The church office will post reservations, received by phone, in writing via fax, email or hand delivery.

2. Special Programs Planning

- A. **ALL PROGRAMS OF THE CHURCH**, including all concerts, special worship services, etc. that are planned by discipleship groups, ministries and organizations must be **submitted in writing for approval** by the Ministry Program Manager. Please allow a minimum of 15 days for review.
- B. Upon approval, please notify the church office to reserve your date and space(s). All bulletin programs for approved services must be reviewed and approved by the Ministry Program Manager **prior** to publication.

1. Upon approval by the Ministry Program Manager, please submit a “Communications/ Print/Web Request Form” to submit a request for any type of printing or publicity need for the program. This includes notice for the bulletin, web, slide for screens, flyers to community, etc.

3. **Bulletin Notices**
 - A. All notices must be received by the Ministry Program Manager no later than **Tuesday, NOON** in order to appear in the upcoming bulletin.
 - B. Notices for screen monitors and web publication should be submitted to the Ministry Program Manager for approval.
 - C. Private events held at the church are not published in the bulletin. Public service announcements may be posted upon approval by the Pastor or Church Administrator.

4. **Scheduling Weddings**
 - A. All weddings performed in the church must be approved by the Pastor. To be eligible to hold a wedding, either the bride or the groom should be an active disciple for 2 years. A rental fee will be charged to non-members when request is approved.
 - B. Premarital sessions are held periodically to provide a biblical and theological understanding of the institution of marriage. Times and dates are announced at least one month in advance for each session. Satisfactory completion of the sessions is required before a date can be confirmed. Interested couples must register for the sessions through the church office. All sessions are open to nonmembers who are single.
 - C. All wedding activities are under the direction of the Wedding Coordinator. After confirmation of the wedding has been given all pertinent information is forwarded to the coordinator.
 - D. Requests for wedding rehearsal dinners and wedding receptions are reviewed by the Administrative Assistant and approved by the Church Administrator. A refundable deposit for use of the kitchen is required.
 - E. No weddings are performed at the church on Sundays.

5. **Scheduling Baby Dedications**
 - A. Baby dedications are performed on the 3rd, 4th & 5th Sundays at both the 8:00 a.m. and 11:00 a.m. services. Dedications will also be performed at 6:00 p.m. on Saturdays preceding the 3rd, 4th and 5th Sunday. Dedications are open to nonmembers as well as members.
 - B. Requests should be made via application online. Contact the church office for further information.

6. **Scheduling Appointments**
- A. Contact the Executive Assistant to the Pastor to schedule appointments with the Pastor.
 - B. To schedule an appointment with one of the associate or assistant ministers, contact the receptionist for contact information.
7. **Reporting Deaths and Sick Disciples**
- A. Contact the staff secretary or receptionist to report deaths of relatives so that official acts of sympathy may be extended in a timely manner.
 - B. The church office will publish sympathy notices in the next bulletin and will notify the appropriate lay leader of the group to which the disciple is a member.
 - C. The church office will forward the names of all known sick and shut-ins to the appropriate lay leaders and ministerial staff member(s) responsible for visitation.
8. **Discipleship Groups & Organizations**
- A. The church office will provide, upon request, an updated list or mailing labels of active disciples of your group. A minimum of 48 hours advance notice is required.
 - B. The church office will bulk mail correspondence for each discipleship group once a year only. Plain envelopes and mailing labels are available upon request, following 48 hours advance notice.
 - C. Discipleship group letters are mailed on plain paper. If a letter is directed to the congregation or special guests, it must be on church letterhead and approved by the Pastor.
 - D. The names of any known inactive members in your group should be forwarded to the Discipleship Services Coordinator by the lay leader
 - 1. an annual inactive list is generated and submitted to the deacons for follow up. A letter of inquiry requesting a response within 30 days is also forwarded. If no response is received, the names are taken from the group's listing and all files marked inactive.
 - E. Pre-baptism and new disciple orientation classes are scheduled Thursdays and Saturdays on an ongoing basis to acquaint new disciples with the tenants of the Baptist faith, policies and activities of the church.
 - 1. New disciples are encouraged to attend these classes.
 - 2. Attend Sunday school class.
 - 3. Participate in weekly Bible study
 - 4. Attend Christian Life Institute classes.
 - F. A discipleship group is responsible for providing desserts and kitchen support when there is a funeral at the church for a member or a relative of a member within that discipleship group.

- G. All food items for discipleship group repasts must be provided by the group.
 - 1. Paper products may be requested by calling the church office (SEE NO. 10, "REQUESTING SUPPLIES.")
 - H. If a disciple of your group joins another church, please have them contact the church office so that we may facilitate their transfer and update our records.
 - I. No contracts may be signed or entered into by groups in the name of the church.
 - J. Requests for specific discipleship group assignment should be noted on the new discipleship information form and/or conveyed by the Discipleship Coordinator by the assigned shepherd.
 - 1. Every attempt will be made to honor requests, but unless there is a definitive family relationship, there are no guarantees.
 - 2. Every attempt is made to keep the assignments balanced between the 30 discipleship groups.
9. **Building Security**
- A. Entry to the building is restricted to the marked entrance adjacent to the South Patrick St. parking lot, during business hours (9-6 p.m., M-F).
 - 1. You must report to the 3rd floor to gain entry to the 2nd floor or other areas in the building complex.
 - 2. After 6 p.m., you may enter the 2nd set of double doors leading to the lower level to reach the multipurpose room, classrooms behind the stage and the connector building; or you may take the stairs to the 2nd floor to enter the sanctuary.
 - B. During business hours, the elevator will only go to the 1st and 3rd floors to control traffic within the building; access to the 3rd floor is restricted after business hours: the elevator will only go to the 1st & 2nd floors, unless a meeting is scheduled in the Board Room.

10. **Requesting Supplies and Food**

All requests for stationery and office supplies, paper products, coffee, use of coffee pots, etc. associated with church fellowship must be forwarded to the church office at least 48 hours in advance.

- 1. **All approved requests for food should be received by the church office at least 7 days prior to its use. For groups preparing meals, please note that all meats are received frozen and must be thawed out in the refrigerator. These items must be requested 14 days in advance.** It is the sole responsibility of the requester to check all items for accuracy upon receipt so that timely exchanges can be executed.

PLEASE NOTE: SUPPLIES ARE NORMALLY ORDERED ON AN AS-NEEDED BASIS, USUALLY BY TUESDAY FOR WEDNESDAY DELIVERY.

11. **Communication Requests**

- A. Publications

All requests for printed publications (i.e. booklets, brochures, banners and special programs) must be received via the Communication Request Form. All requests for printing should be received in the church office **at least 14 days in advance and no less than 7 days**, depending on the complexity of the request.

B. Copyright Music, Lyrics, Plays, Poetry, Drama Presentations

No copyrighted material can be duplicated, in accordance with the copyright laws, unless it is within our copyright license with CCLI; or is out-of-print and written permission is obtained from the publisher, composer, author or administrating agency.

C. Media Requests

1. Request for public service announcements, press releases and website notices should be received 45 days prior to publishing.
2. Requests for paid advertisements and banners must be submitted 60 days in advance to the accounting office for approval.
3. Requests for mics and other audio-visual equipment setups and sound system personnel should be forwarded to the church office **at least 14 days in advance and no less than 7 days before the event.**

12. General Discipleship

A. Name/Address/Phone Changes

All changes must be submitted ***in writing*** to the church office to the attention of the Discipleship Services Coordinator. Forms are available from the office or you may fill out form online. Please print legibly or type, and include effective date of change if submitting in writing.

B. Contributions

All monies contributed to the church for inclusion on individual financial records must be submitted in an envelope bearing the contributor's name and envelope number(s), if applicable. Addresses are preferred, but are not required. The church office does not handle any monies placed in the offering plates; only envelopes from those offerings are submitted to the office for record maintenance. Contributions are posted on the Saturday or Sunday they are received – not necessarily by the pre-printed date on the envelope.

C. Returned Checks

1. Checks returned to the church because of "non sufficient funds" are mailed to the payers. Re-submission should be made to **the church office (do not place in the offering plate)** within 30 days or the contribution will be reversed on the statement.
2. Unsigned or improperly issued checks (incorrect dates or dollar amounts) will be returned to the payer for proper execution and should be resubmitted within 7 days in an envelope marked "**RE-SUBMISSION OFFERING**" to the church office.

D. Requests for Financial Assistance

1. All requests must be first submitted to the Lay Leader or Deacon of the discipleship group.
2. Lay Leaders will then investigate the situation and make a recommendation to the Chairperson of the Deacon Board.
3. Checks for assistance are issued to business entity, i.e rental or mortgage associations, utilities, or other established businesses, but not to individual recipients. Checks are not issued to courts and other law enforcement agencies.

13. **Request for Funds from the Church Budget**

- A. Fund requests will only be accepted from ministry directors or Deacons with approved budgets or active flow thru accounts. All organizational leaders, directors, and lay leaders must file a request form for purchasing or renting items (equipment, supplies, etc.) *in writing* or by submitting a ASBC Fund Request Form to the church office at least **15 days** before the expected delivery date. Forms are available in the church office and on the website, **www.alfredstreet.org**. For your convenience, you may phone the office and request a form to be faxed to you. All requests are approved on a biweekly basis. Please keep in mind that **ALL PURCHASES MUST BE PREAPPROVED BY THE CHURCH ADMINISTRATOR AND/OR THE TRUSTEES!!**
- B. All vendor accounts in the name of the church must be set up by the church office. This includes bus trips and equipment rentals. If your organization desires to set up a store account with a particular vendor, please address your request to the office in a timely manner.
- C. Flow-thru money must be received by the church office at least **15 days** prior to your check request. Please check with the Managerial Accountant for additional instructions.

GENERAL INFORMATION

Office hours - 9:00 a.m. - 6:00 p.m., Monday – Friday
Receptionist on duty one half hour before and after worship services

REV. DR. HOWARD-JOHN WESLEY
Pastor

Church Officers

Patricia Johnson, Chair, Board of Deacons
Clarence Miller, Chair, Board of Trustees

Office Staff

Deacon Lawrence E. Clark (lclark@alfredstreet.org) Church Administrator
Rosette T. Graham (rgraham@alfredstreet.org) Executive Assistant to the Pastor
Rachel Taylor (rtaylor@alfredstreet.org) Facility Administrator
Jacqueline H. Lewis (jlewis@alfredstreet.org) Administrative Assistant
Sybil Marshall (smarshall@alfredstreet.org) Staff Secretary/Receptionist
Tamara L. Smith (tsmith@alfredstreet.org) Discipleship Services Coordinator
Kathy Keyvani (kkeyvani@alfredstreet.org) Membership Assistant
Barbara Brown (bbrown@alfredstreet.org) Graphic Designer/Communications
Brenda Farrare (bfarrare@alfredstreet.org) Accounting Services Coordinator
Venus L. Coley (vcoley@alfredstreet.org) Managerial Accountant
Nancy Doswell (ndoswell@alfredstreet.org) Receptionist

Ministerial Staff

Rev. Dr. Faye S. Gunn (fgunn@alfredstreet.org) Director of Christian Life Institute
Minister Dustin Sullivan (dsullivan@alfredstreet.org) Minister of Youth and Young Adult
Rev. Edward Y. Jackson (ejackson@alfredstreet.org) Minister of Visitation/Congregational Care
Rev. Marla C. Hawkins Assistant Minister for Children’s Church

Custodial Staff

Raymond M. Bell Sexton
Opoku Boamah Sexton
Kevin Hooks Sexton

Church Office Phone Numbers

703-683-2222 • 703-683-1718 Fax
website: www.alfredstreet.org

For cancellations of church activities, visit ASBC website or listen to:

WTOP Radio, 103.9 FM, 103.5 FM
or visit the website at wtopnews.com