

# FIRST BAPTIST CHURCH OF COLLEGE HILL



## LEADERSHIP HANDBOOK

Rev 07/25

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## WHO DO I CALL

As our church staff grows, it may be more difficult to know who to ask about various issues which may arise with your Ministry or group. Below is a list of issues about which our staff members are often asked - please refer to it if you have any questions. Of course, you may also just ask any staff member you see or whoever answers the phone, and if he or she can't answer your questions, s/he will certainly be able to direct you to someone who can.

IF YOU NEED INFORMATION ABOUT	TALK TO	CONTACT INFORMATION
Accounts Payable & Receivable	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a>
Audio/Visual	Dr. Darryl Matthews Associate Pastor	813-413-1680 <a href="mailto:Darryl-Matthews@fbcch.org">Darryl-Matthews@fbcch.org</a>
Budgets	Ashley Marshall, Church Administrator/Monte Trammer, Treasurer	813-248-6600, ext. 201/ <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a> <a href="mailto:607-738-4020/mitrammer@aol.com">607-738-4020/mitrammer@aol.com</a>
Church Calendar	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a>
Church Management & Administration	Rev. Christopher Jarnegan Assistant Pastor	813-248-6600, ext. 215 <a href="mailto:Chris-Jarnegan@fbcch.org">Chris-Jarnegan@fbcch.org</a>
Community Relations	Kamilah Boykin Marketing/Communications	813-248-6600, ext. 210 <a href="mailto:Kamilah-Boykin@fbcch.org">Kamilah-Boykin@fbcch.org</a>
Custodial, Facility, & Grounds Management	Rev. Christopher Jarnegan Assistant Pastor	813-248-6600, ext. 215 <a href="mailto:Chris-Jarnegan@fbcch.org">Chris-Jarnegan@fbcch.org</a>
E-Newsletter & Announcements	Kamilah Boykin Marketing/Communications	813-248-6600, ext. 210 <a href="mailto:Kamilah-Boykin@fbcch.org">Kamilah-Boykin@fbcch.org</a>
Kitchen/Food Services	Carol Nelson, Kitchen Manager	813-248-6600, ext. 205 <a href="mailto:Kitchen@fbcch.org">Kitchen@fbcch.org</a>
Marketing; Advertising; Graphic Design & Website	Kamilah Boykin Marketing/Communication	813-248-6600, ext. 210 <a href="mailto:Kamilah-Boykin@fbcch.org">Kamilah-Boykin@fbcch.org</a>
Member Information	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a>
NexGen Department	Rev. Jarrod McCullar, Next Gen Pastor	813-248-6600, ext. 211 <a href="mailto:Jarrod-McCullar@fbcch.org">Jarrod-McCullar@fbcch.org</a>
Office Management	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a>
Purchasing	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a>
Special Events	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 <a href="mailto:Ashley-Marshall@fbcch.org">Ashley-Marshall@fbcch.org</a>

## **GENERAL INFORMATION**

### **Church Equipment**

Please be sure to complete a **Request to Borrow Equipment Form** and submit it to the church office if you would like to request/reserve any equipment from FBCCH.

### **Fax Machine**

The church has a fax machine which is left on at all times. The number is (813) 247-6492. Please feel free to fax announcements and forms before the stated deadlines.

### **Fundraisers**

Any fundraising inquiries must be directed to the Senior Pastor. Please contact the Church Office to schedule an appointment with the Senior Pastor.

### **Mailboxes**

**Ministry Leaders:** Most Ministries have assigned mailboxes in the Reception Area. Ministry Leaders or their designees should check the boxes frequently, preferably every week. The Ministry mailboxes are organized in alphabetical order. ***The mailboxes are NOT intended to be used for storage. Please arrange a different off-site location for your bulk storage needs.***

If you are not sure where to leave something, put it in the **Office Administrator's box with a note** and she will route it to the proper person. Please do not leave items for the office elsewhere (on table, conference room on top of mailboxes, etc.).

### **Membership Lists**

We ask that you supply the church office with an up-to-date list of your Ministry members on an annual basis. We ask that you include the member's name, address, phone number, and email address so we can keep our database updated. The list can be submitted to the church office.

### **New Member Interest**

You may periodically receive New Member Interest Information when a new member of FBCCH expresses interest in your Ministry. Assimilation of new members into the life of the church is vital to the continued growth and health of FBCCH, so it is important that you make an effort to contact these new people.

### **Storage**

Because space is limited in the church your Ministry is responsible for the storage of any items that belong to your Ministry. When items are ordered for your Ministry, we will store them in the Reception Area for a maximum of two (2) weeks). Please make arrangements to pick-up your items in a timely manner. After two weeks we are no longer responsible for your items.

## **Transportation**

Arrangements for transportation can be made by completing a **Church Vehicle Use Request Form** *{This form can be found in the Church Office or can be downloaded from the FBCCH website}* and submitting it to the church office. All requests should be submitted within 7 days for approval by the Transportation Ministry Leader.

## **Voice Mail**

When staff members are out of the office, in meetings, or busy in other parts of the building, their voice mail will be on. Please be sure to leave your name and contact phone number. Messages will only be checked during Business Hours.

## **The Church Office**

*This is not an all-inclusive list of services that the office provides. If you need something, ask the Administrative Assistant, who will be able to tell you how we may help.*

## **Hours of Access**

Office Hours -

Monday – Friday / 9:00am to 3:00pm.

Facilities Hours -

Monday – Thursday / 9:00am to 8:00pm.

The Office is closed on most National Holidays. Any meeting outside of these times require prior approval from the **Assistant Pastor**.

## **Copying/Copier Codes/Printing**

The Photocopier is located in the Reception Area for your ministry's use.

Each Current Ministry Leader has been issued a Copier Code to the current Ministry.

***It is the responsibility of the Ministry's Chair not the Office to supply Copier Codes to their Ministry's members.***

We typically only keep standard white paper in stock, however if something special is requested in a timely manner it can be ordered. Please submit color copy requests to the office by completing a **Copy Request Form**. *{This form can be found in the Church Office or can be downloaded from the FBCCH website}* All color copy requests must be received 7 days prior to the date needed. Custom services are available; please contact **the Marketing Director** for details.

## Mailing

The church office has a postage meter system for church-related mail. All ministries' mailings can be submitted to the Office Administrator, provided you have funds in your budget for postage. If you have a large mailing please check with the Administrative Assistant, well in advance, so she can be sure we have adequate postage on the meter. **Any correspondence on church's letterhead has to go through the church office for review and for postage.**

## Church Calendar/Reserving Rooms

If you need to schedule a meeting to be held at the church or need to reserve a room, please submit **Meeting/Event Request Form**. *{This form can be found in the Church Office or can be downloaded from the FBCCH website. Please allow 5-7 Business Days for Processing}* Please Note: *When scheduling meeting and events on Saturdays, please be mindful that our facilities are frequently utilized for Funerals. Funerals are unforeseen and we never know when they will arise so please be sure to prepare for this possibility.*

The **Office Administrator** manages the church calendar and will resolve any scheduling conflicts. Generally, we work on a first-come, first-served basis, but will always try to accommodate as many groups as we possibly can. Submitting an **Announcement Form** *does not* constitute reserving space on the church calendar. Please note: all dates are subject to change at the discretion of the Church Leadership.

A custodian is on duty to let people into the building and to assist you with any set-up that might be needed according to their pre-approved schedule. It is very important for your Ministry to adhere to your pre-approved schedule and meeting location area and times. If your meeting/event is not on the Custodian's schedule you may be unable to hold your event and asked to contact the Church Office.

## Special Events; Programs; Seminars and Workshops

All Ministries looking to host events, classes and/or programs must start the process by following these guidelines:

# FBCCH MEETING & EVENT PLANNING STEPS

Lead Times: Conference 6-12 Months | Workshops 6 Months | Other 3-4 Months

## Step 1 (STOP)

- **Complete an Event Request Form & Contact the FBCCH Executive Assistant to begin the Meeting/Event Planning Process.**

Executive Assistant – (813) 248-6600, Ext. 201

- For Informal Meetings (Meeting Space Only) -This is the only step required.
- For Formal Meetings (refreshments, audio, etc.), Events and Activities please proceed to Step 2.
- **Forms Needed: Event Request Form**

## Step 2 (YIELD)

- **Schedule a Required Event Planning Meeting**

This is a mandatory physical, phone or virtual meeting with Executive Assistant, Bookkeeper, Marketing & Communications Manager, Kitchen Manager and NextGen Department (if applicable) to assist you with planning your activity or event. This meeting is a requirement for on-campus and off-campus events to help ensure your event is a success.

## Step 3 (GO)

- **Congratulations, your meeting or event is now approved and ready to go.**

You can now proceed with invitations, paying vendors, distributing flyers, etc.

**Forms Needed: Voucher, Eventbrite, Announcement, Copy Request, Kitchen, Audio**



First Baptist Church of College Hill  
3838 N. 29<sup>th</sup> Street, Tampa, FL 33610  
(813) 248-6600 – [admin@fbcch.org](mailto:admin@fbcch.org) – [www.fbcch.org](http://www.fbcch.org)

## Advertising & Information Center

All information that you would like to have posted at the Information Center or Advertised should first go through Kamilah Boykin Marketing/Communications for prior approval. **Please do not distribute or place any information on bulletin boards or tables without PRIOR approval.**

## Announcement Policy

To place an announcement in the **E-Newsletter**, **Sunday Announcements** or **Announcement Flyers**, please complete an **Announcement Form**. This form can be found on the church website under Resources.

## **FINANCIAL MATTERS**

### Budget

The proposed Ministry Budgets are presented to Ministry Leaders. All discussions, concerns, or appeals must be made to the **Treasurer**.

### Purchasing Goods and Services

When making purchases for your Ministry, early planning is highly encouraged and recommended. Please adhere to the voucher guidelines when making purchases for your Ministry Needs. All purchases made should be in alignment with your Ministry's Purpose.

### Cash Advances

Please include supporting documents with all cash advance requests. Supporting documents are Invoices, Purchase Orders, Printout of Online Shopping Carts, Receipts, or a typed/written list with the items you wish to purchase, cost, and quantity.

### Food

Please complete the Food Request Form located on the church website or contact the Church Administrator with any questions.

### Reimbursements

All reimbursements will require prior approval from the Church Treasurer. In an effort to minimize reimbursements please pre-plan for your event. Please remember that **PURCHASES MADE WITHOUT PRIOR APPROVAL ARE NOT GUARANTEED TO BE REIMBURSED.**

### Activities That Produce Income

When income is produced, the checks and cash should be deposited into the safe immediately, so they are deposited promptly in the bank. **Count the money with the second party present, seal it in an envelope, and write on the envelope the Event name, Ministry name, dollar amount enclosed, date, and your name and**



**second party name.** All monies collected should be turned in. Monies should never be collected and spent on anything... even if it is the same event. Envelopes are located in the Church Office.



## **ACTIVITY INCOME ENVELOPE**

MINISTRY NAME \_\_\_\_\_

EVENT \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

(SECOND PARTY)

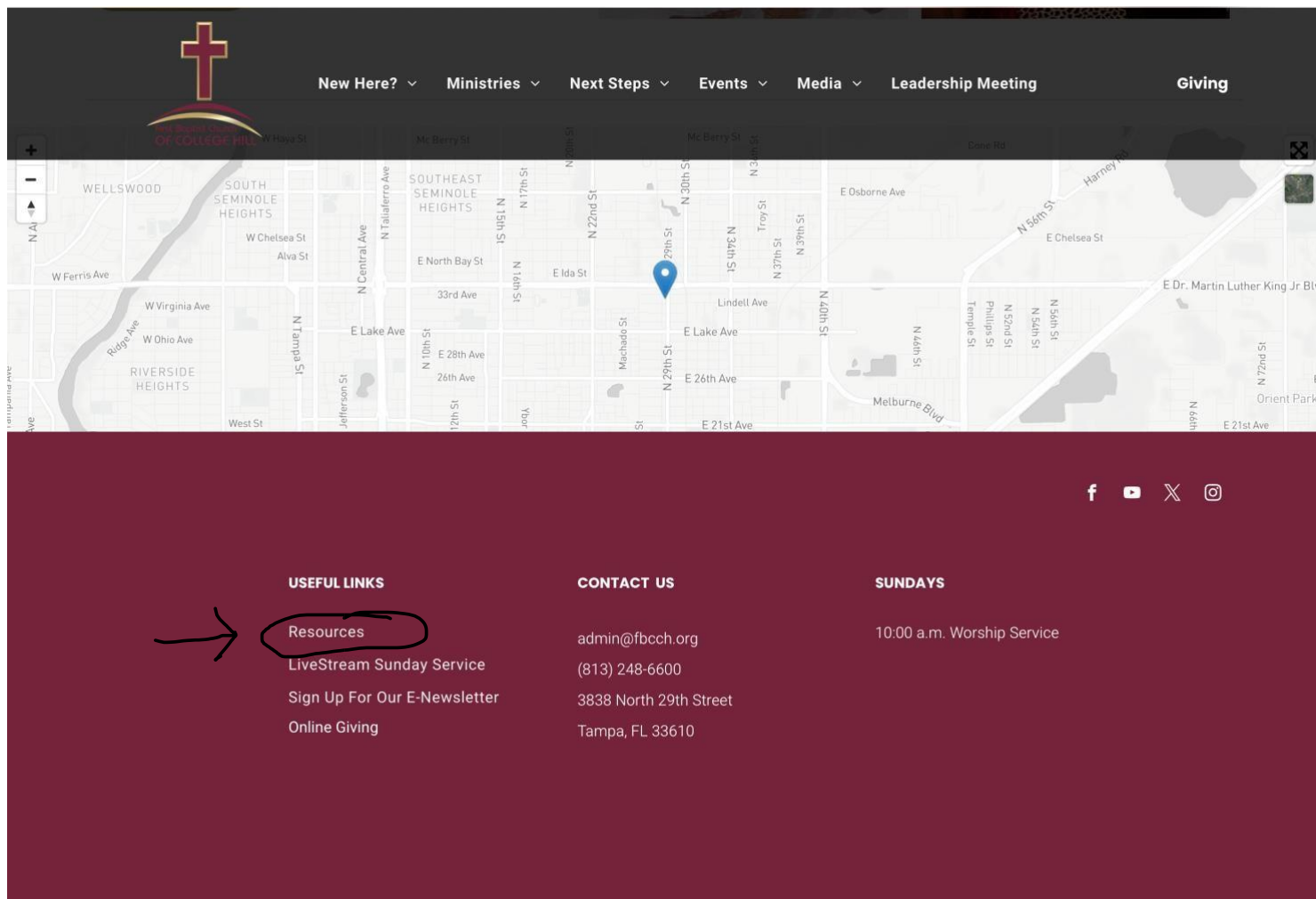
NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## FORMS

All Forms can be found in the Church Office or by following the steps below:

Go to [www.fbcch.org](http://www.fbcch.org), click on the word “Resources” at the bottom of the page.

Select the desired form, complete the information, then submit it.



## Voucher Forms

The voucher turn-around time is **seven (7) to ten (10) business days**. Vouchers must be received by **Friday at 4:00 pm**. Be sure to inform all outside vendors of this time frame when making business

arrangements. *{This form can be found in the Church Office or can be downloaded from the FBCCH website}*

## Voucher

The Voucher is in Excel, to fill it out you must click at the very top of the form where it says Enable Editing. This allows you to type in your information, or you may choose to print it out and fill it out by hand.

Forms & Information > Member: x +

https://www.fbcch.org/dir.cfm/Members/Forms\_&\_Information/

ONLINE GIVING | SERMONS | NEWSLETTER

AutoSave OFF FBCCH Voucher Request Form (1) - Protected View Search Amaris I. Padgett

File Home Insert Page Layout Formulas Data Review View Help QuickBooks

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

H37 Church Picnic

12). Make Payment to: \_\_\_\_\_

13). Address (if needed): \_\_\_\_\_

14). Mail Check: Yes or No 15). Check will be picked up by: \_\_\_\_\_

NOTE: If check is not picked up within 3 business days after issuance, check \_\_\_\_\_

Please select the applicable account line item:

ADMINISTRATION	EVANGELISM / OUTREACH MISSIONS	KITCHEN SUPP
Accounting _____	Abe Brown Ministries _____	Food Expense _____
Advertising/P.R. _____	Adonai (Thelma Daniels) _____	Kitchen Supp _____
Attorney/Legal _____	African Leadership (A.Knowles) _____	Kitchen Main _____
Bank Expenses _____	Metropolitan Ministries _____	Soft Drink Mi _____
ADP Processing Fees _____	Awana Missionary _____	
Finance Committee _____	Impact Life/Bunker's Will _____	

Sheet1 Sheet2 Sheet3

FBCH Voucher Req...xlsx ... FBCH Voucher Req...xlsx ... Show all

Type here to search

12:06 PM 11/30/2020

**Save** your voucher. You may wish to title it the name of your event so that it can be easily recognized.

**Upload** all supporting documentation (receipts, proof of purchase, etc.). For Cash Advance please be sure to add a shopping cart list, or a list of items and an explanation of what the funds are to be used for.

Ministry Head Approval is required for all purchases. The Chair/Vice-Chair needs to sign the voucher. The voucher with documentation is emailed to **Ashley-Marshall@fbcch.org**.