

FIRST BAPTIST CHURCH OF COLLEGE HILL

FAITH • SERVICE • STEWARDSHIP



LEADERSHIP HANDBOOK

Revised June 2026

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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 Ashley-Marshall@fbcch.org
Audio/Visual	Dr. Darryl Matthews Associate Pastor	813-413-1680 Darryl-Matthews@fbcch.org
Budgets	Ashley Marshall, Church Administrator/Monte Trammer, Treasurer	813-248-6600, ext. 201/ Ashley-Marshall@fbcch.org 607-738-4020 / mitrammer@aol.com
Church Calendar	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 Ashley-Marshall@fbcch.org
Church Management & Administration	Rev. Christopher Jarnegan Assistant Pastor	813-248-6600, ext. 215 Chris-Jarnegan@fbcch.org
Community Relations	Kamilah Boykin Marketing/Communications	813-248-6600, ext. 210 Kamilah-Boykin@fbcch.org
Custodial, Facility, & Grounds Management	Rev. Christopher Jarnegan Assistant Pastor	813-248-6600, ext. 215 Chris-Jarnegan@fbcch.org
E-Newsletter & Announcements	Kamilah Boykin Marketing/Communications	813-248-6600, ext. 210 Kamilah-Boykin@fbcch.org
Kitchen/Food Services	Ashley Marshall Church Admin	813-248-6600, ext. 201 Ashley-Marshall@fbcch.org
Marketing/Advertising/Graphic Design & Website	Kamilah Boykin Marketing/Communication	813-248-6600, ext. 210 Kamilah-Boykin@fbcch.org
Member Information	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 Ashley-Marshall@fbcch.org
NexGen Department	Christina McDonald Next Gen Coordinator	813-248-6600, ext. 211 Christina-McDonald@fbcch.org
Office Management	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 Ashley-Marshall@fbcch.org
Purchasing	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 Ashley-Marshall@fbcch.org
Special Events	Ashley Marshall, Church Administrator	813-248-6600, ext. 201 Ashley-Marshall@fbcch.org

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.

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. Driver must be part of the Transportation Ministry and must have a driver's license clearance on file.

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. Please allow 24-48 hours for someone to return your message.

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 – Thursday / 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 Church Administrator, provided you have funds in your budget for postage. If you have a large mailing please check with the Church Administrator, 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 meetings 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.** ***Sunday meetings require Pastor's approval**

The **Church 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 a **Meeting/Event Request 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. Initial setup that was determined during your meeting or event request will be initiated by the custodian. Decorations and/or changes to setup will be the responsibility of the ministry. 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. ****You are responsible for removing all decorations and resetting tables and chairs for Sunday service.***

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

Conferences: 6–12 Months • Workshops: 6 Months • Other Events: 3–4 Months

STEP

01

Complete An Event Request Form

Event Request Form is available at www.fbcch.org/resources

After you submit the form, the Church Administrator will contact you to begin the planning process.

Room Reservation Only: No further action is required.

Events requiring additional support: Proceed to Step 2.

STEP

02

Schedule A Required Event Planning Meeting

Meet with the FBCCH Staff to review your event, discuss logistics, identify support needs, and coordinate next steps.

This meeting is required for all on-campus and off-campus events.

STEP

03

Your Event Is Approved!

Your meeting or event has been approved. You may now begin promoting your event, sending invitations, coordinating vendors, and completing your final preparations.

The FBCCH Staff will continue working to assist you through the final stages of planning.



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)

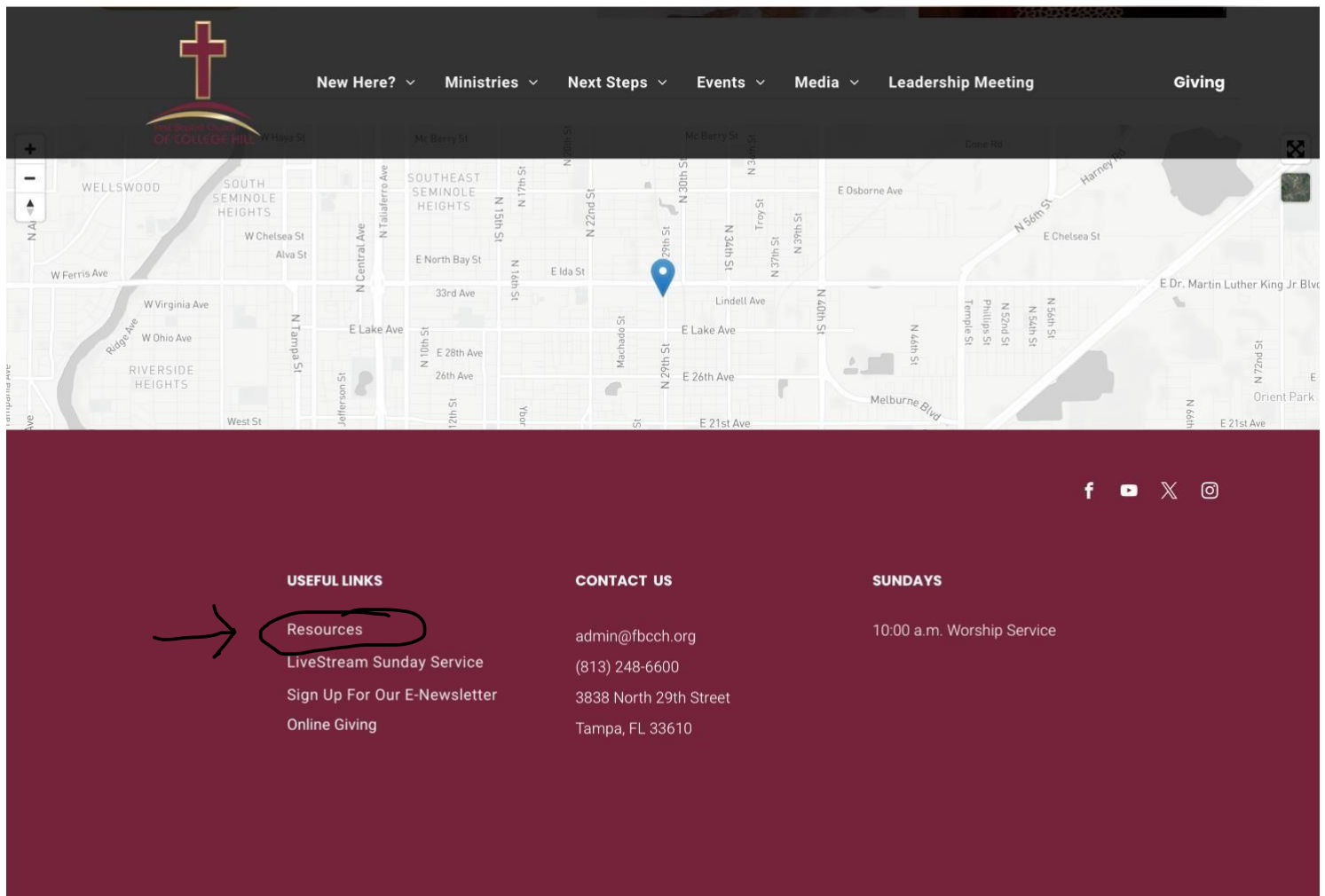
NAME _____ SIGNATURE _____

FORMS

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

Go to www.fbcch.org, 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 Thursday 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 available as an online webform. Once opened, click on “**continue**” to begin filling out the form. All required fields are marked with a red asterisk (*), which includes supporting documentation.

Please fill: FBCCH Voucher Request Form-2026 (Fillable)

FBCCH'S VOUCHER REQUEST FORM

Note: All Voucher requests must include an invoice or receipt before a check will be issued.
All voucher payments will take seven (7) to ten (10) business days to be issued.

Date: *

1.) Requestor's Name *	2.) Requestor's Contact Info: Phone #: * Email: *	3.) Auxiliary Head Signature:
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4.) Purpose of Request: * 5.) Payment Due Date: *

6.) Requested amount: \$ * 7.) Payment Type: ☐ Cash Advance ☐ Reimbursement ☐ Pay to Vendor

Is this voucher request an exception? ☐ Yes* or ☐ No

* Non-budgeted items or voucher requests exceeding the line item budget requires the Pastor, Chairman or Co-Chairman of the Deacon Board's signature.

8.) Exception Approval: (Pastor/Deacon Board) 9.) (Signature)

10.) Treasurer Approval: (Print Name) 11.) (Signature)

12.) Payment Method: ☐ Check ☐ Ramp ☐ Credit Card

13.) Make Payment to: *

14.) Address (if needed): *

15.) Mail Check: ☐ Yes or ☐ No 16.) Check will be picked up by: *

NOTE: If check is not picked up within 3 business days after issuance, check will be mailed

Please select the applicable account line item (if multiple accounts will be utilized, enter amount to be applied to each account):

ADMINISTRATION: _____

WEEKLY SUPPLIES AND MAINTENANCE: _____

WORLDWIDE: _____

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

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.

Submit your voucher.

Confirm your voucher submission by clicking the blue link sent to your email.



Adobe Acrobat Sign

FBCCH'S VOUCHER REQUEST FORM

NOTE: All checks for requests must include an invoice or receipt before it can be used.

1. Requester's Name: Pl. Marshall

2. Requester's Contact Info: Phone: 813-281-2011

3. Requester's Email Address: [blank]

4. Purpose of Request: Security Deposit Return for Property Rental

5. Requested amount: 100.00

6. Payment Type: ☒ Cash ☐ Check ☐ Debit Card ☐ Credit Card

7. Is this request for a refund? ☒ Yes ☐ No

8. Requester Approval: [Signature] [Signature]

9. Treasurer Approval: [Signature] [Signature]

10. Payment Method: ☒ Check ☐ Cash ☐ Credit Card

11. Mailing Address: [blank]

12. Address (if needed): [blank]

13. What State: FL

14. Check will be paid on the: [blank]

NOTE: If check is not picked up within 10 business days after issuance, check will be mailed.

Thank you for submitting FBCCH Voucher Request Form-2026 (Fillable). To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your submission and other form participants have fulfilled their roles, all parties will receive a completed copy of FBCCH Voucher Request Form-2026 (Fillable) as a PDF.

Ministry Head Approval is required for all purchases. The Chair/Vice-Chair needs to sign the voucher. The voucher with documentation is forwarded to **Admin@FBCCH.org**.