

Ministry Support Documentation

Scheduling Guidelines

1. To schedule ministry meetings or events, please email (secretary@sacredheartwr.org) or call (478-923-0124) the church office at least one week prior to the event. If the kitchen is required, the kitchen should also be scheduled through the office. If setup is required, ensure the rooms are scheduled to cover setup time. Please set accurate times to ensure that the building monitor provides support and access correctly.

Room Setup and Clean-up

1. If you need a specific table arrangement and move the tables and chairs, it is your responsibility to put the tables and chairs back as you found them.
2. If you need a larger space, walls can be removed between 101 & 103 or 102 & 104 or 103 & cafeteria or removed for all rooms in the social hall. You will need to provide a room layout and for church functions, the building monitors will setup.

*Please **DO NOT MOVE** the sliding room partition walls unless someone from your ministry has been trained. We encourage people to get trained. Contact Dara West, development@sacredheartwr.org for training.*

3. No red drinks are allowed in carpeted rooms. If a meal is served, please use table clothes.
4. For heating and cooling:
 - a. The PAC rooms are programmed from a central location and will be programmed based on the schedule. If you have scheduled a room, the room temperature should be set correctly.
 - b. Temperature in the Social Hall rooms is controlled in each room. If you are using the room and the temperature is not adequate, push the “Temporary Occupied” button. The temperature will quickly heat or cool to the correct temperature and remain at that temperature for 3 hours.



- c. If you have scheduled the Fellowship Hall in the church, you may set the temp using the following steps:
 - i. Press the Down arrow.
 - ii. Press the Up arrow and set the desired temp.
 - iii. Select Time and set hours. Please do not set more hours than needed.
 - iv. Press the Program button.



5. If you need to cancel your meeting or event, please contact the church office. Building monitors are on site to support scheduled events. In addition, rooms are heated or cooled based on the scheduling. We need to know ahead of time if that support is not needed in order to prevent wasteful and unnecessary spending. If your ministry has several “no shows” in a row, your meeting will be removed from the schedule.
6. All meetings should conclude by their scheduled time. Events should conclude no later than 10 pm.
7. Social Hall lighting - Turn the lights on when you arrive by pressing the Max button and off the lights when you leave by pressing the Off button.



8. If food is served or crafts are done, the ministry is responsible for vacuuming and emptying the trash. For the Social Hall, vacuums are located in the Sound/Storage room. If food is served please take the trash outside to the dumpster. In other cases, a large trash can is located in the Sound Storage room and your trash should be placed in that location. Please, wipe down tables. Cleaning supplies are in the Sound/Storage room.

Sounds System and Network Access

1. If you need sound, please contact John Louth (478-953-4985).
2. If you need to access the network, please contact the church office for the login information.

Kitchen Usage

1. Ministries must demonstrate knowledge of the Social Hall kitchen equipment before they are authorized to use the kitchen. Please contact Dara West at the church office or through email (development@sacredheartwr.org) before your ministry's first scheduling of the kitchen.

Warming Kitchen

1. Paper products, utensils, coffee, lemonade and pitchers are all available in the Warming Kitchen.
2. You may place food in the refrigerator but please remove once your event is finished.
3. Wash any dirty dishes and wipe the counter.

Advertising Your Event

Options that a ministry leader may leverage:

Item	Point of Contact
Request event be posted on Public Calendar	Shawn Stevens
Bulletin announcement	Shawn Stevens
Stewardship Spotlight table	Meg Honrath
Facebook	Shawn Stevens
Website banner and optional RSVP form	Dara West

Building Monitors

The building monitor can be reached by text or call at this number - 478-957-5188.

The monitors will do the following while on duty:

- Walk around the facilities (Since your door may be closed, you may not see the monitor)
- Verify all doors are locked and lights turned off
- Ensure cleaning or bathroom supplies are available
- Clean per the schedule

The monitors' primary responsibilities are to ensure all ministries are safe on campus and be an after-hours contact representing the church. A ministry is responsible for ensuring their space is clean and the original setup restored when they leave.

Questions / Problems

If you have any issues with your space, please let Dara West know promptly, development@sacredheartwr.org or 478-923-0124 ext. 1006. Our goal is to resolve any ongoing issues and ensure your ministry is supported.

Appendix A

Room Capacity and Standard Setup (Note – there are standard setups for ALL Rooms Except the Fellowship Room)– Suggestion is that you take a picture of the table arrangement before you move them to support setting them back up in their standard configuration.

Fellowship Hall

- No standard setup
- 8 - 6 foot tables and 3 - 8 foot tables
- 66 chairs

SH 101 and SH103

Tables/Chairs:

- SH101 – 12 tables / 72 chairs and food table
- SH103 - 9 tables / 54 chairs and food table

SH102

Tables/Chairs - 6 tables in “U” shape, head table and food table / 36 chairs

SH 104

Table by wall for food or documents

6 tables plus food table / 36 chairs

PAC 205

Seating for 48

6 - 8 foot tables and 3 – 6 foot tables in “U” shape

PAC Cafeteria

Four tables with chairs, 30 chairs facing the wall