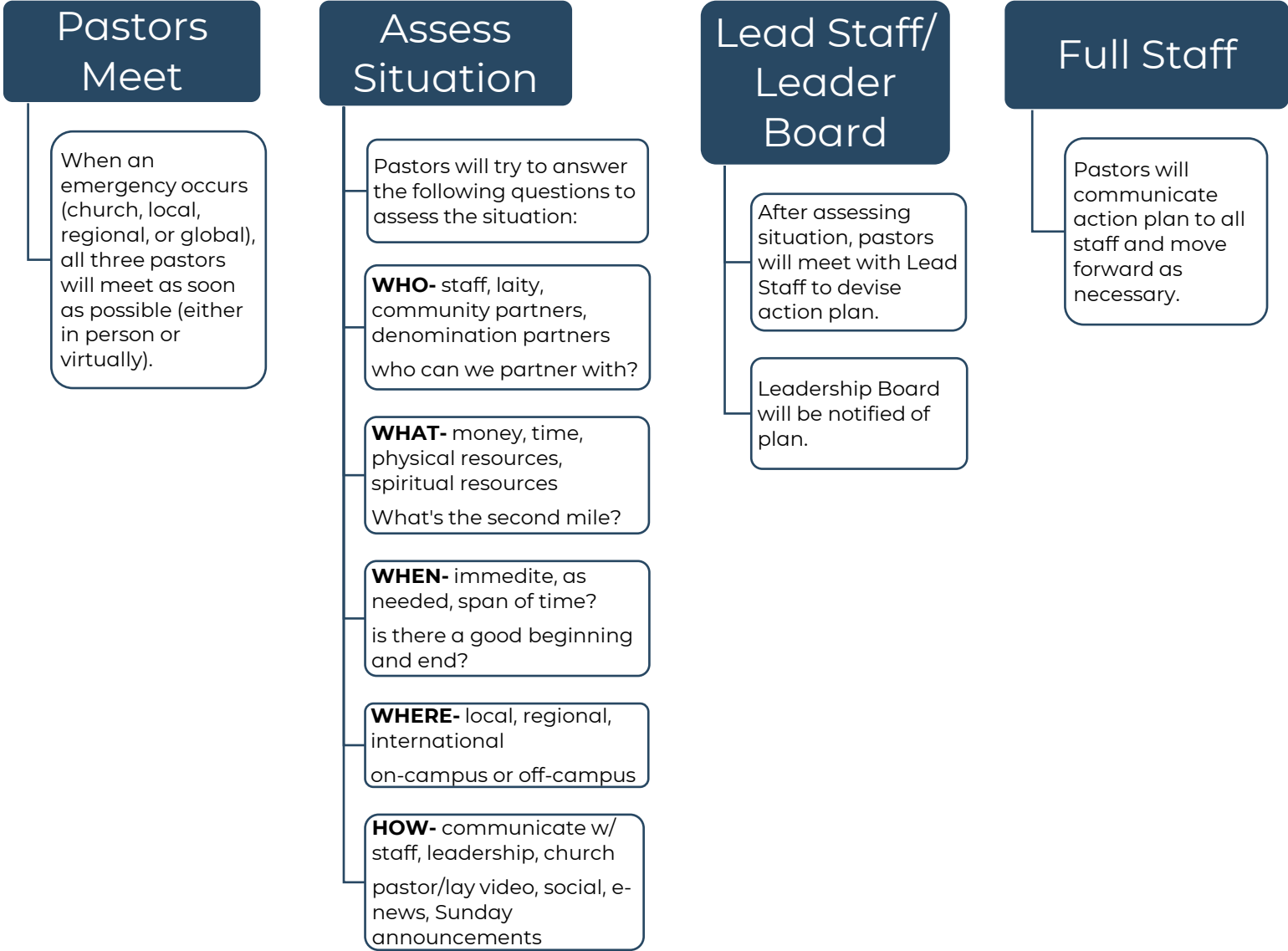


EMERGENCIES



CALENDAR PLANNING WORK FLOW



FACILITIES & COMMUNICATIONS WORK FLOW

Facilities

Anyone (staff or lay) needing to reserve a room(s) will fill out a Facilities Request Form:
(ptcumc.org/frq)

Strategic Coordinator receives completed FRQ and checks against church calendar. If everything looks good, she will forward to Facilities and Receptionist.

Receptionist will schedule room(s) and notify requester FRQ has been approved.

If space is not available, receptionist will reach out to requester to discuss alternative spaces/dates.

Communications

Any staff needing communications for an event, etc. will fill out a Communications Request Form at least 4 weeks ahead of event. This form includes facilities needs.
(ptcumc.org/crq)

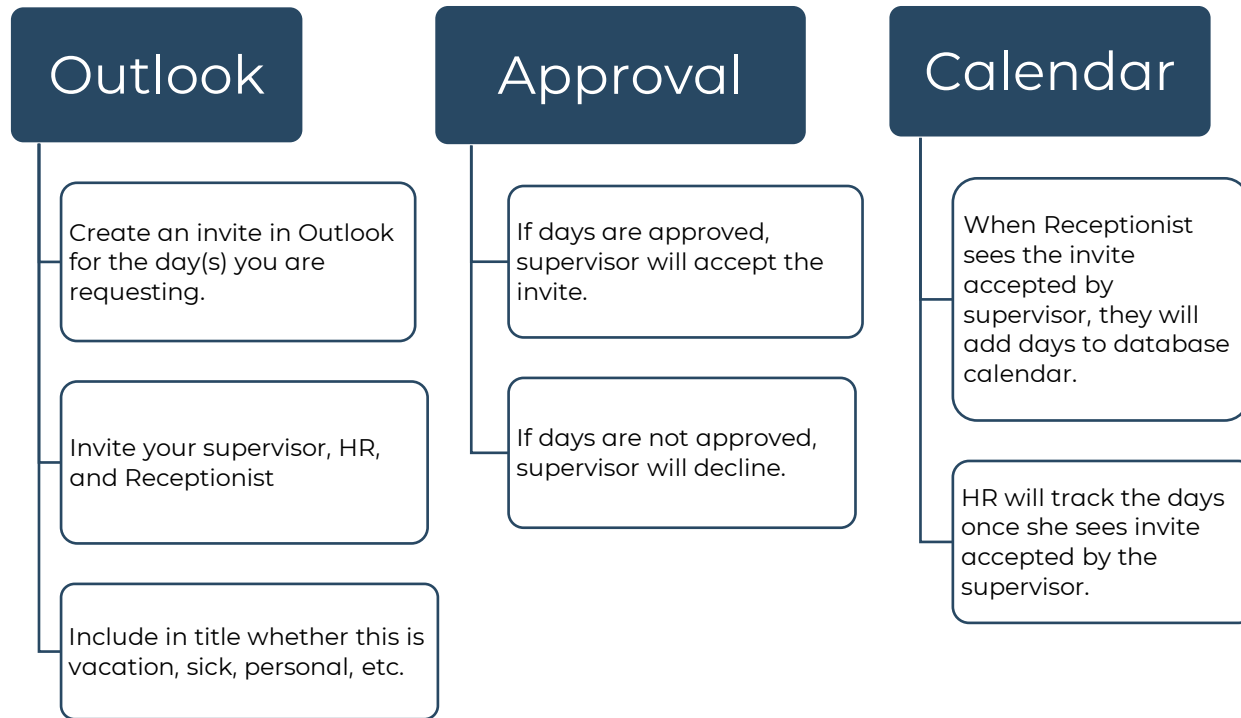
Communications receives the submitted form and proceeds with communications plans as appropriate for event size/type.

Receptionist receives any facilities requests included in the submitted form and will proceed with facilities work flow.

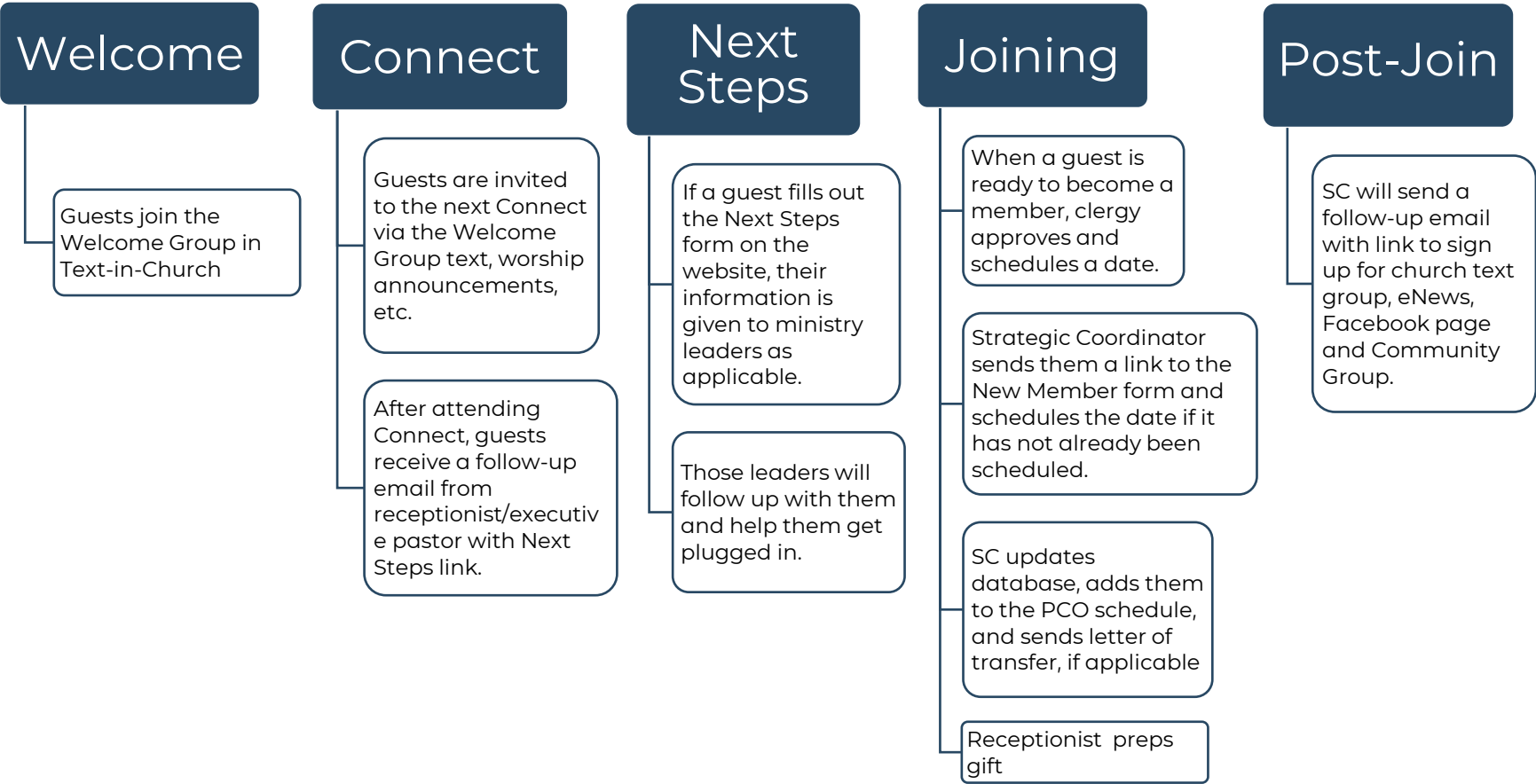
If any information is missing/incomplete, Heather will reach out to event coordinator to resolve.

Failure to submit form and pertinent information in a timely manner may affect how/when event is communicated.

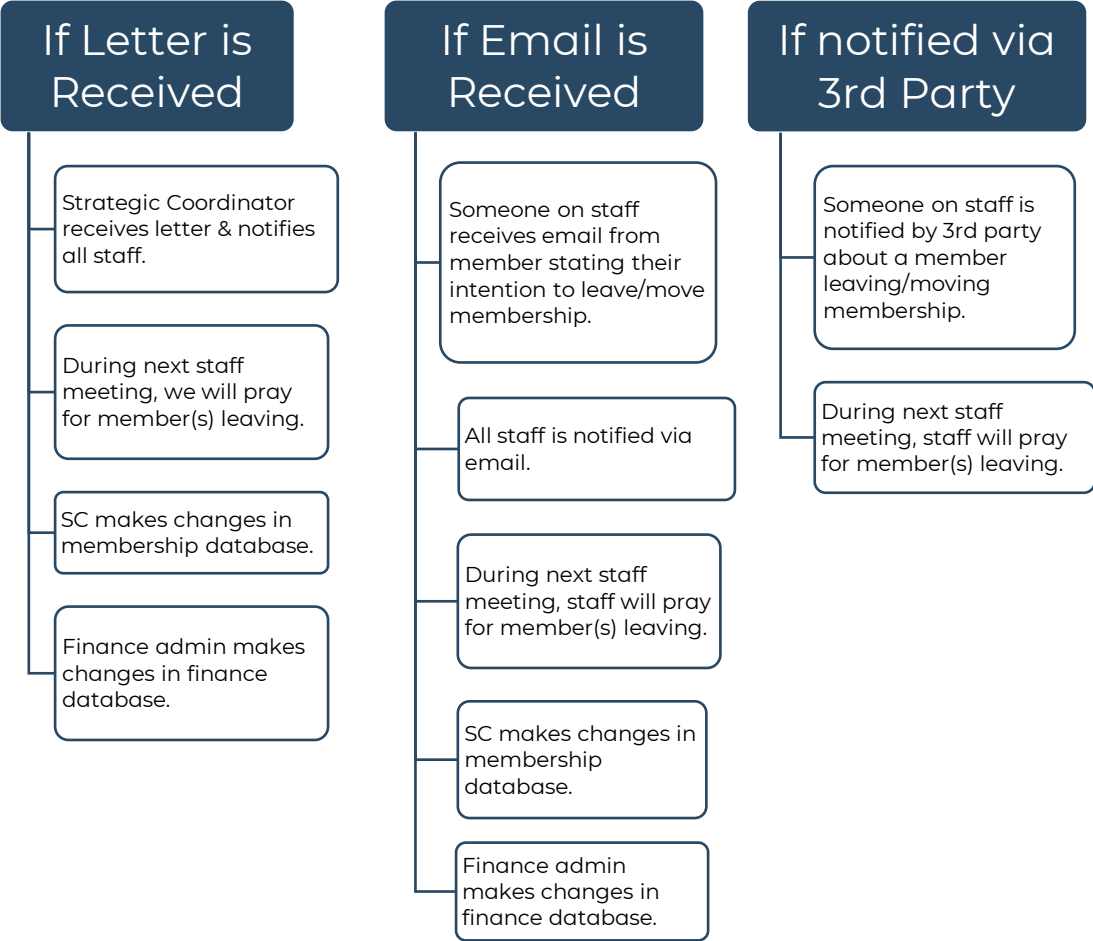
VACATION REQUEST WORK FLOW



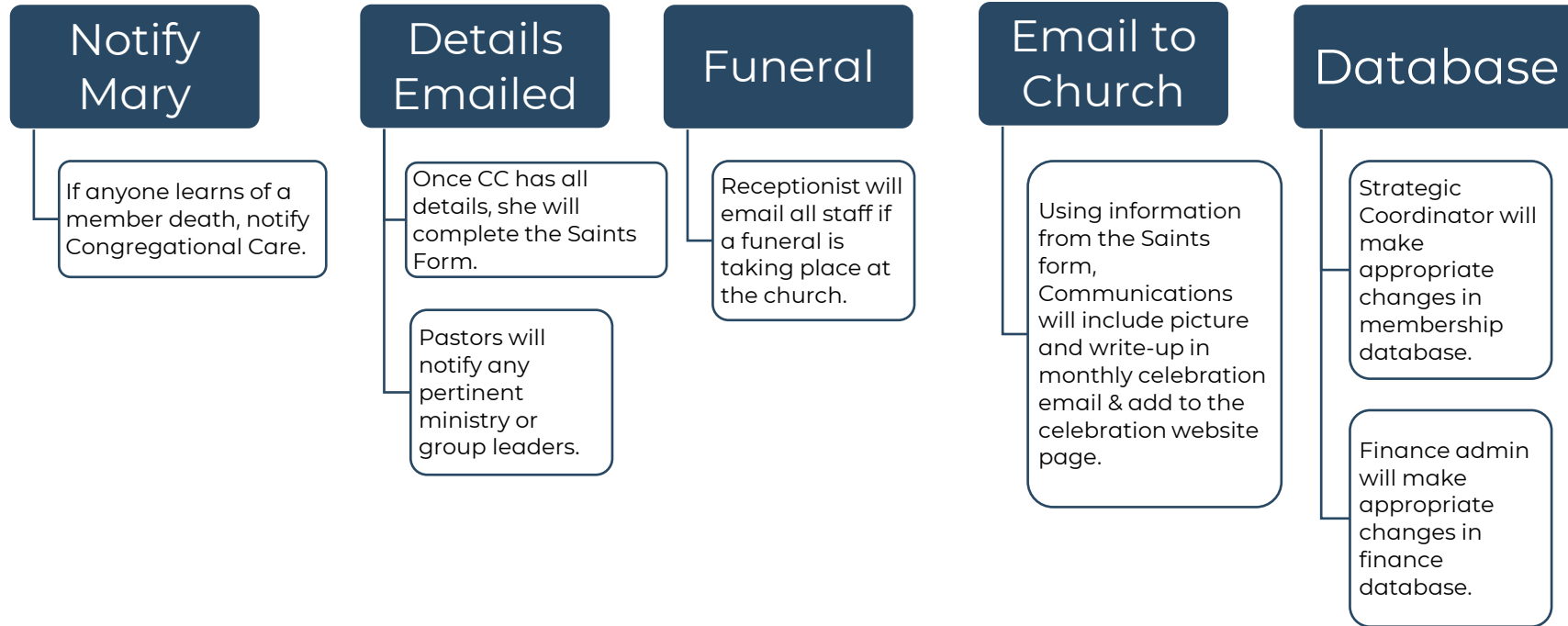
NEXT STEPS/NEW MEMBERS WORK FLOW



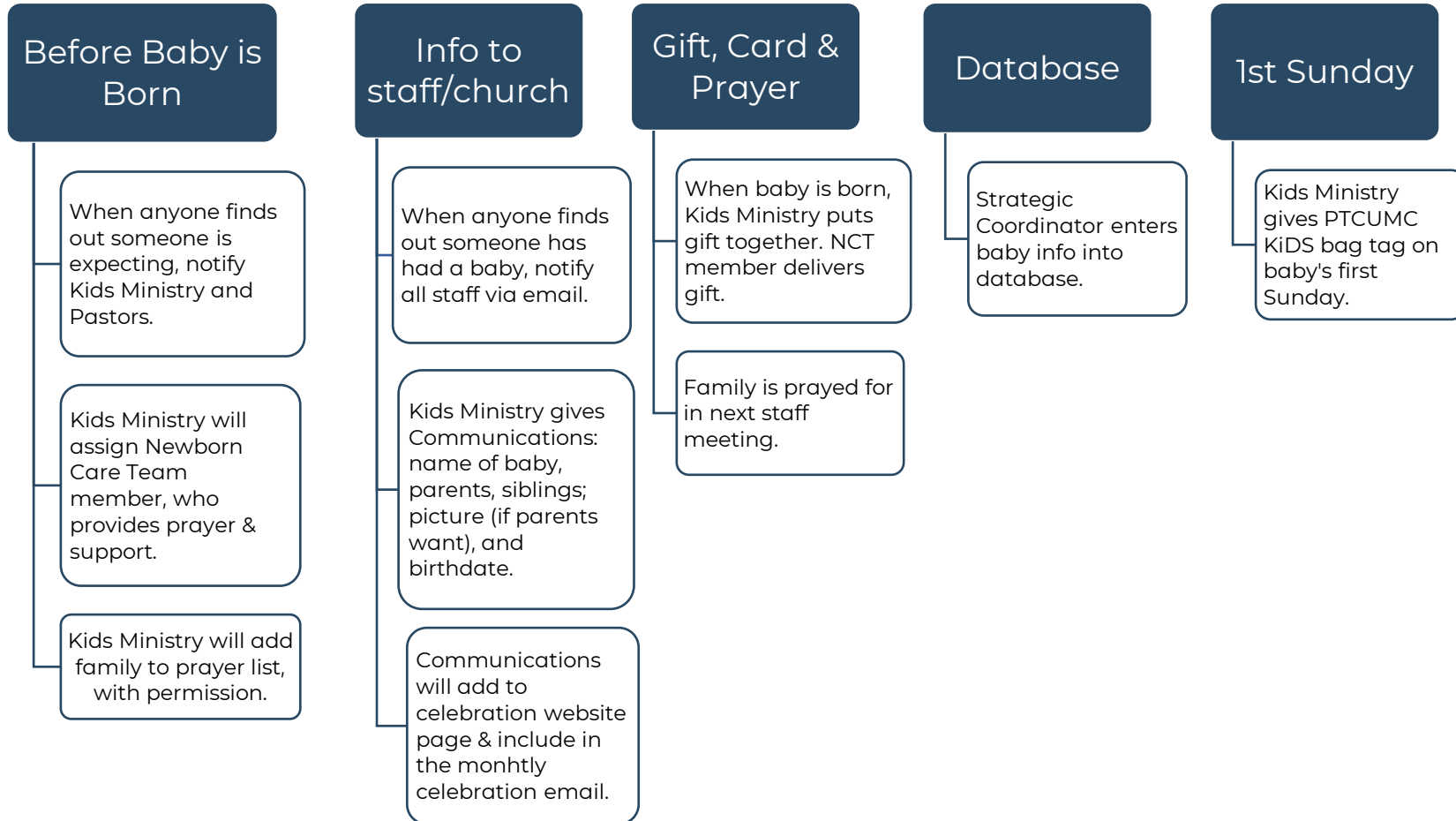
MEMBER TRANSFER WORK FLOW



ALL SAINTS WORK FLOW



NEW BABY WORK FLOW



SAFE SANCTUARIES

