

September 2010

HMC GENERAL INFORMATION
Important dates and planning information
2010-2011

1. Key dates/events

2010

August 29 First Sunday of Fall Quarter for Children
September 5 Labor Day/ No Children's SS/Adult SS Optional
September 12 Summer's End Festival
September 27 7: 00 pm Team Leaders Meeting
October 1, 2..... Virginia Relief Sale
October 9, 10..... MYF Retreat
October 18-31 Service Trip to Bangladesh
October 27..... 6:15-8:00 Family Fall Harvest Festival
November 7..... 4:00-7:30pm 401 – Discovering My Life Mission
November 13..... 3:00 pm Women's Tea
November 28..... First Sunday of Advent/Winter Quarter for Children
December 18 10-12:00 am Dress rehearsal for Children's program
December 19 5:00 pm Children's Program
December 24..... 10:00 pm Christmas Eve Service
December 26..... No Children's Sunday School/Adult SS Optional

2011

January 9..... 4:00-7:30pm 101 - Discovering My Church Family
January 28, 29 Smarter Marriage Seminar
January 30..... 6:00 pm Congregational Meeting
January 31-Feb 7..... HARTS
February 20 4:00-7:30pm 201 –Discovering Spiritual Maturity
March 27 4:00-7:30pm 301 – Discovering My Ministry
April 17 Palm Sunday
April 21 Maundy Thursday service
April 22..... Good Friday Service
April 24..... Easter/ No Children's Sunday School/Adult SS Optional
May 15 4:00-7:30pm 101 - Discovering My Church Family
June 17-19..... Church Retreat at Highland
June 20-24. Vacation Bible School
July 4-9..... MCUSA Convention in Pittsburg, PA
September 4 . . Labor Day Weekend/ No Children's SS/Adult SS Optional
September 11 Summer's End Festival

(When scheduling Adult Sunday School Class Retreats and other events try not to conflict with major church events and activities (example: Lent, Advent, & Communion)

2. Information

a. Publication **Deadlines**

Bulletin Announcements -- due to Church Secretary by Wednesday afternoon
Tidings Reports -- "Tidings" is published on the 1st Sunday of odd-numbered months. Editors need material two weeks before that Sunday. Sunday School Classes are **encouraged** to submit regular reports.

b. Submission of Committee **Minutes**

Each committee should appoint a secretary who will take minutes, type and distribute them. An email and hard copy of meeting minutes should be given to the church office (secretary will distribute to pastoral staff).

c. Important reminders

- ❖ **Check the Web: www.hmcchurch.org**. Sermons, information, and more! Policies and Charts are available from the office or on website under members tab.
- ❖ **Committees should plan meetings** for the entire year if possible, setting meeting dates and time. When established, please email information or give a copy to our church secretary for posting. Please check church calendar (available on the web) for important church events such as communion, special speakers, congregation meetings, etc, and avoid planning meetings at these time.
- ❖ **HMC Facility Rental Policy**. Information is available in the church office
- ❖ **TV & VCR equipment** - If you wish to use a unit, please call the church secretary and reserve it. Only three are available and if you wait until your meeting time, you may be without one. Those who reserve have priority over others.
- ❖ **Use of MYF Room** - Please do not use this room without checking with the office and reserving it in advance.
- ❖ **Use of Library for meetings** - It is preferred that the library not be used as a meeting space.
- ❖ **Use of copiers** –You are free to use the copier in the main office. Instructions are posted on the copier. If used for personal use, a 10 cent per page donation would be appreciated.
- ❖ **Emergency number** - Contact a pastor/director at their home or call 476-2043 (Craig Maven) or 476-2047 (Luke Weaver) or 383-8023 (Fred Miller).
- ❖ **Phone numbers for all HMC staff** – 434-4463 and an extension
- ❖ **Work projects for church office staff** – a one week lead time is requested
- ❖ **Entrance to the Building** – contact Sharon Lehman if you need a code number to gain access to the building at times it is not normally open.
- ❖ **Building Management-** When using the building at off hours (evening meetings, Saturday meetings) please take responsibility for building management. You should be the last one out or designate some to: **Shut off lights and lock the building**
- ❖ **Facility needs-** Report any repair needs or requested improvements to church administrator
- ❖ **SS Class Financial Management-**
 1. Plan on submitting a financial summary report to Administrator at the end of our budget year.
 2. Be careful to follow IRS Charitable giving guidelines throughout the year. Information (Policy #4415 Charitable Giving Guidelines) is available from the office or online.
 3. HMC administrator's name should be on your SS checking account.