



## CONGREGATIONAL ALIGNMENT FAQs

The UBC staff wants to support committees and ministry teams at UBC as they plan events throughout the year. Proper planning and clear communication will help us manage the logistics of these activities effectively. Please think through the following questions and reach out to the staff member or chairperson responsible for each area.

### **1. Has my event been placed on the official church calendar?**

Contact Sonia Dominguez ([sonia@ubcfortworth.org](mailto:sonia@ubcfortworth.org))

*While Sonia Dominguez is responsible for maintaining the church calendar, we kindly ask that you work with the Ministry Staff in making calendaring decisions, to ensure all events are in alignment with present congregational goals and initiatives and so that communication leading up to the event will be unified and clear. After collaboration, final calendar decisions will be communicated.*

### **2. How much notice should we provide when planning a churchwide event?**

*This depends on the scope of the event and the desired level of congregational involvement. If the event requires collaboration from multiple ministry areas, such as sound, food, music, or other committees or congregational leaders, the more time the better. Advanced notice also allows our congregation to focus our energies and communicate clearly regarding the importance of the event. For any gathering, a minimum of six weeks allows us ample time to communicate and align our energies. In the event there is a need to act within a shorter time frame, we will do our very best.*

### **3. Have I submitted a work order?**

*Work order forms can be found in the entry to the workroom and submitted to Natalie Yarnell in the church office. On this form, you can specify how you would like the UBC building staff to set up the room. Seven days notice will ensure your needs are met. Many of the following questions are incorporated on the work order form, however, communication and coordination with responsible individuals ensures that everyone is informed.*

### **4. How will the event be paid for?**

*When possible, expenses may be paid for by a church employee. Out-of-pocket expenses incurred may be submitted to Debi Roche for reimbursement. Original receipts are required, accompanied by a check request form (available in the church office).*

### **5. Does my event require childcare?**

Contact Melanie Tate ([melanietate1@me.com](mailto:melanietate1@me.com)).

### **6. Will my event require any media? (i.e. microphones, music from CD or iPod, video, slides, etc.)**

Contact Dan Meeks ([dansmac@sbcglobal.net](mailto:dansmac@sbcglobal.net)), Bethann Coldiron ([bethann@ubcfortworth.org](mailto:bethann@ubcfortworth.org)), and Sonia Dominguez ([sonia@ubcfortworth.org](mailto:sonia@ubcfortworth.org)).

### **7. Will food and/or beverages be served at this event?**

Contact Food Service Ministry Team—Renee Boydston, Chair ([tap2bhappy@gmail.com](mailto:tap2bhappy@gmail.com)).

### **8. How will my event be publicized?**

- Sunday bulletin – Bethann Coldiron (bethann@ubcfortworth.org)  
*Information must be received by 5:00pm on Tuesday for consideration.*
- Worship announcement – Bethann Coldiron (bethann@ubcfortworth.org)  
*Time is allowed on a first come, first served basis, unless priority dictates otherwise.*
- Video announcement (*Sanctuary and hallways*) – Bethann Coldiron (bethann@ubcfortworth.org)  
*Must be received by 9:00am Thursday morning for inclusion in Sunday's announcement slides.*
- Churchwide eNews – Sonia Dominguez (sonia@ubcfortworth.org)  
*The church staff collaborates in each all-staff meeting regarding the announcements in the Monday eNews. Because we often forecast up to 6 weeks out, please allow us time to plan and include information regarding congregational events.*
- Social Media – Bethann Coldiron (bethann@ubcfortworth.org)
- Announcements in Sunday School – Caroline Poe (caroline@ubcfortworth.org)

### **9. Would you like youth or college students to be directly involved in this event?**

Contact Taylor Post (taylor@ubcfortworth.org) for college students, or Jennea Pilcher (Jennea@ubcfortworth.org) for youth.

### **10. Would you like live music (congregational or otherwise) for this event?**

Contact Bethann Coldiron (bethann@ubcfortworth.org).

### **11. How do I request an item be added to a business meeting agenda?**

Contact Sonia Dominguez (sonia@ubcfortworth.org). All items must be received no later than 10 calendar days prior to the business meeting date.

\*For any other questions, contact the church office Monday-Thursday, 8am-5pm: 817.926.3318