

## **ADMINISTRATIVE GUIDELINES**

### **DEADLINE FOR PRIORITY ROOM RESERVATIONS OR SCHEDULING A TABLE OUTSIDE OF CHURCH IS JULY 1<sup>ST</sup>.**

**Please be sure any announcements, fliers, etc. have received approval from the Exec Council before publishing.**

**Adoration:** If you cannot make your scheduled time, please email all of the Pastoral Council or reach out to someone outside of the Council to fill your timeslot.

**Reimbursement Forms:** A sample Reimbursement Form is included in this section of your binder. Please make a copy of it should you need to be reimbursed for anything. All expenses must be approved first by the Pastoral Council Chair and the Pastoral Council Chair is required to sign your Reimbursement Form in order for you to obtain reimbursement.

**Room Request Information and Form:** Room requests should be made via the website. Under the “Our Parish” tab in the menu, click on “Submit a Parish Calendar Item”. Please review the attached guidelines from the Parish Office regarding room reservation.

**Bulletin:** To make a bulletin announcement, email [bulletin@stmarknc.org](mailto:bulletin@stmarknc.org) and copy Sue Bruce at [sue.bruce@stmarknc.org](mailto:sue.bruce@stmarknc.org). Please pay close attention to bulletin deadlines and guidelines, which can be found on the website at [www.stmarknc.org/bulletin](http://www.stmarknc.org/bulletin). Please be advised that the font must be Trebuchet MS 10 point.

### **Marketing:**

- 1. Signs around Campus** – Any signs regarding upcoming events should be handled through Amy Burger. Amy can be reached at [amy.burger@stmarknc.org](mailto:amy.burger@stmarknc.org).
- 2. Thursday Packet at St. Mark School** – All submissions must be in the Monday before you wish the info to run in the Packet. These items should be submitted through Sue Bruce. Please note that we can only submit two items each week.
- 3. Altar Announcements** – Send your announcement via email to Tricia McCaa at [tricia.mccaa@stmarknc.org](mailto:tricia.mccaa@stmarknc.org). They must be submitted by noon, Thursday before the weekend you wish to make them. No reference to money can be made. Announcements should be two sentences or less.
- 4. St. Mark Preschool** – To distribute any information into preschool folders, contact Amanda Rametta at [amanda.rametta@stmarknc.org](mailto:amanda.rametta@stmarknc.org), or 704-948-8015.

5. **Narthex TV** – All submissions for the Narthex TV should be sent to Amy Burger at [amy.burger@stmarknc.org](mailto:amy.burger@stmarknc.org).