

**Cornerstone Church**  
**New Department Leaders**  
**Orientation Guide**

*Updated Feb 2011*

We welcome you as a new department leader! We are excited that you have come into this position. To help you better understand how to get things accomplished for your ministry we have developed this list to guide you through the many processes and policies at Cornerstone.

**TO BOOK CHURCH FACILITIES AND EQUIPMENT**

**Visit the church website ([cornerstoneag.net](http://cornerstoneag.net))**

1. Click onto the Forms icon on the Left Menu
2. Click on the “Calendar” icon and check the dates of availability.
3. If your date is not available you may need to pick another date or contact the Church office to see if it is possible to double book an event on that date.
4. Click on “Forms” and then “Ministry – Booking Facilities & Equipment Form”
5. Complete form, hit submit button and print off confirmation form, for your records
6. Approval of your date will then be made by the Church Administrator. You will only be contacted if there is an issue with your date.
7. It is your responsibility as a Leader to make sure that the Calendar has your dates reflected on it.

\*Dates of availability are generally on a first come, first serve basis and upon review by the Office Administrator.

**HOW TO PLAN YOUR EVENT**

Planning an event can be an exciting but often times confusing task. Here are some of the details you will need to consider:

1. Sanctuary holds 400 people; smaller rooms/areas are available for smaller events
2. Set-up for any event is the departments responsibility
3. If you need to rearrange the sanctuary platform, only approved staff may do this.
4. You need to book with the staff to facilitate the rearrangement of the platform.
5. You must use a trained, approved sound technician if you need sound system
6. If you are in need of a sound technician you will need to secure them for your event.
7. Clean-up is the responsibility of the department holding the event, so please put everything back the way you found it.
8. If you require a church key for your event see Wendy Brouillet to sign out the spare.
9. Outside doors are all push-bar, so be sure to lock them while you are still inside the building and drop off any loaner keys before you leave after your event.
10. If your event is off-site it still needs to be approved by staff, there is a portable sound system available but once again you will need to have approved staff to run and set-up the equipment.

- Please remember that if you are borrowing another department's equipment or supplies you are responsible for them. Please do not assume that you are able to use other department's equipment you need to get permission from that department before you can use it.
- Please review the attic policy ... all activity/work in the attic needs to be cleared through the Maintenance Department before anyone goes it the attic. There are safety issues, heating and electrical situations, as well as Building Code regulations that need to be taken seriously. Anyone under the age of 18 must be accompanied by an adult and closely supervised. Please check with the Maintenance Supervisor if you need to go into the attic.

## **FINANCES**

Each department has its own sub-account set up in the church books. Since you are in charge of that department you are also responsible for its budget and finances, in order to better understand the system at Cornerstone here is a few helpful hints:

### **Deposits:**

1. Department offerings are to be counted by two people.
2. Envelopes and Ministry Contribution forms are available in the departments head office
3. Complete the information on both the form and stamped on the envelope
4. Put into the locked drop-off box by the Church office door or give to Wendy Brouillet
5. You will receive monthly statements for your department - please review it.
6. Financial/Budgeting classes are offered to help you develop your financial skills.

### **Check Requisitions:**

1. Request checks at least **one week in advance**
2. Complete request forms, attaching receipts and place in Randy Harris' mailbox
3. Your checks will be mailed to your home through on-line banking.

## **MISCELLANEOUS THOUGHTS**

- If you need to use a computer at the church, please use the one in the conference room. Only church staff should use the ones in the offices as there are sensitive materials on these computers.
- If you need use of the church vans please only book the number that you need as there is often more than one event happening at the same time. Drivers must be 25 years of age or older. TO book the van: follow the procedure for **Facility & Equipment booking above**, and click yes on vans and put the number.
- If you need to use tables outside of the church building only use the old brown wooden tables. You must see Tina Bauver about this.
- If you need other tables for functions please see Tina Bauver.

The church staff is always available to facilitate your needs if you have any questions or problems that arise. Do not hesitate to ask your Base Leader. We will be glad to help you!