

Guidelines for Church Sponsored Events

All staff, Small Group Leaders, Committee Chairpersons, Ministry Champions, and other church leaders (or their designees), must present a Calendar Reservation/Announcement Form for planned Church Sponsored events. This includes events calendared through the OGAP process, where additional detailed planning is required. This can be submitted online at shindler.org under the Calendar Request tab, or by filling out a paper form obtained from the church office.

Please be aware that Church Sponsored events differ from Private Events (Weddings, Showers, Birthday Parties, Anniversaries, etc). To schedule a private event, please go to shindler.org and go to the Private Events tab and download the necessary forms.

- As our church ministries grow and expand, it is imperative that we communicate clearly and effectively our needs and plans. The church staff has enlisted Joanna Swilley to be our Church Hostess. It is her responsibility to assist all ministries and their leaders in the planning, preparation, and coordination of their event(s). This will insure that we have adequate resources, that the equipment is properly used, and insure the safety of all kitchen volunteers.
- Any event requiring use of the church kitchen in the Community Center, must indicate on the Calendar Reservation/Announcement form all equipment needs and an estimate of what paper goods and supplies are required.
- Questions, special requests, or unique needs should be communicated directly to the Church Hostess, Joanna Swilley (call: 904.781.4234 or email: js4him@bellsouth.net). All online submissions will be sent to the Church Hostess as well as to the church office.
- Church related events (small group socials, fundraisers, banquets, etc) must be coordinated through the Church Hostess. Even if you have someone designated to be in charge of your event, they must make arrangements through the Church Hostess. At her discretion, she will be on the premises and in the kitchen while it is in use.
- Joanna Swilley is available to cater events for you.
- For some events, members of your ministry team or small group will be needed to assist with food preparation.
- Paper goods are ordered biweekly or as needed. It is important that your specific needs are known as early as possible to avoid running out of supplies.