

# Fountain Street Church

## Lay Ministry Guidebook



## ***Welcome to the Fountain Street Church***

### **FSC LAY MINISTRY GUIDEBOOK**

Are you looking for people who share a common interest or experience and get together often in the spirit of that fellowship? Maybe you've already joined a group, and now your members are ready to move beyond simple gatherings and come together to put on an event right here at the church.

Well, you've come to the right place! At Fountain Street Church, members and non-members alike gather regularly to celebrate their shared passions for everything from poetry and poker to community service ... and everything in between!

This Ministry Team Handbook has been designed to acquaint you with the many ongoing groups we have here at Fountain Street Church, and also provide you with basic information you may find useful, such as:

- How groups typically operate both within and outside the church.
- How groups differ from committees and boards.
- How you can join one of our ongoing groups ... or even start a group of your own.
- How your group can operate to most effectively strengthen themselves and the church at large.

*It's a great time to get involved at FSC ... We hope you find what you're looking for.*

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*Lay Leadership Groups & Committees*

#### **Lay Leadership Groups & Committees**

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## **INTEREST GROUPS AT FSC**

## BEYOND SUNDAY SHARED MINISTRIES

Did you know that *even if you've only just stepped through the doors of Fountain Street Church and have not decided yet whether or not you plan to become a member of our church* you already belong to a fantastic group of diverse, driven people all striving to **build traditions of spiritual development and life purpose.**

***Beyond Sunday Shared Ministry (BSSM)*** at FSC is a unique congregant-coordination and social-service program that helps members and friends connect to serve each other personally and also give their lives greater spiritual meaning by serving the church and community at large by the following means:

1. **District Outreach.** *Reaching beyond the boundaries of Sunday morning to show care and concern for those members of your district who need it most, when called upon.*

Whether that means giving one of our elderly friends a ride to church on a Sunday morning or taking a batch of homemade soup to an ailing congregant, one-on-one outreach among our District members brings a family-like sense of closeness to our large congregation.

2. **Church Community Outreach.** *Reaching beyond the boundaries of your District to stir the entire congregation to action and reinforce a sense of fellowship.*

Welcoming Sunday worshippers at the door with a smile, putting on a District-wide soup lunch for the entire church and providing assistance during memorial services are just a few of the ways that you can help foster a sense of ownership and community at FSC through your District!

3. **Local/Beyond Sunday Community Outreach.** *Reaching beyond the boundaries of the church building by reaching out to the community at large.*

Because it's not just what we do for our own church that matters! Fountain Streeters support our neighbors throughout the year by volunteering and making regular donations of everything from scholarship grants to canned food to local schools and organizations including GR Montessori, GRCC, God's Kitchen, Dwelling Place, Access, Herkimer Hotel and Dégagé Ministries.

*While your affiliation with Beyond Sunday Shared Ministries is automatic (provided you live in West Michigan and walk through the front door of our building), the frequency and level of your participation is dictated entirely by you.*

## **BSSM – FREQUENTLY ASKED QUESTIONS:**

### **1. What is MY District?**

*We have six different Districts divided by zip code, each with its own identifying color.*

- **RED** – Neighborhoods south of downtown GR, including Wyoming & Kentwood.
- **ORANGE** – Downtown GR and NE Beltline communities, such as Plainfield.
- **GREEN** – Northwest downtown, including Riverside Park, and regions north of downtown, such as Rockford.
- **YELLOW** – Neighborhoods east of the East Beltline, including Cascade and Ada Townships.
- **BLUE** – Areas west of downtown, including Grandville, Hudsonville and the Lakeshore communities.
- **PURPLE** – Eastown and East Grand Rapids.

### **Who is in my District? How can I get involved?**

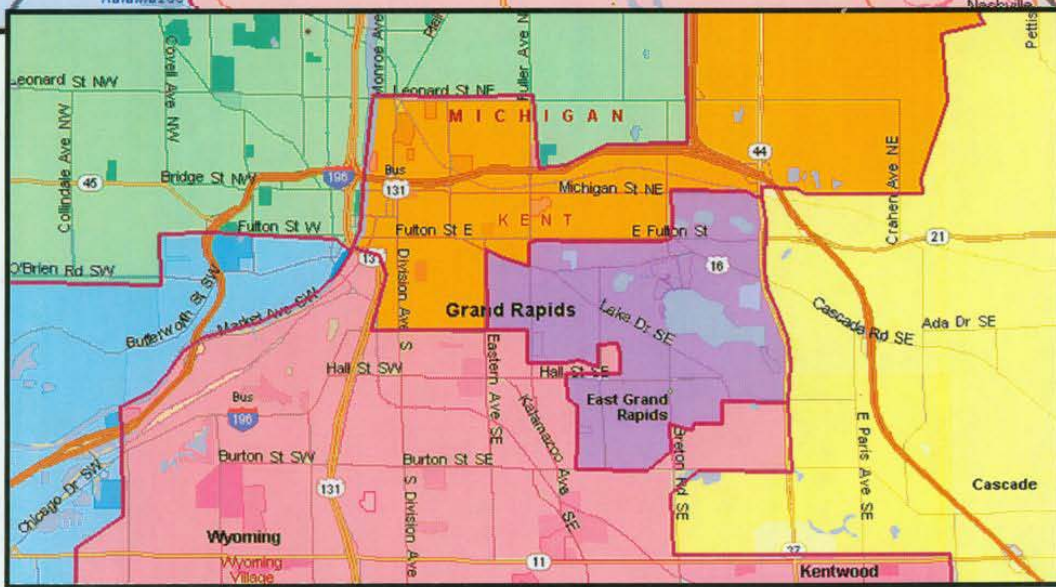
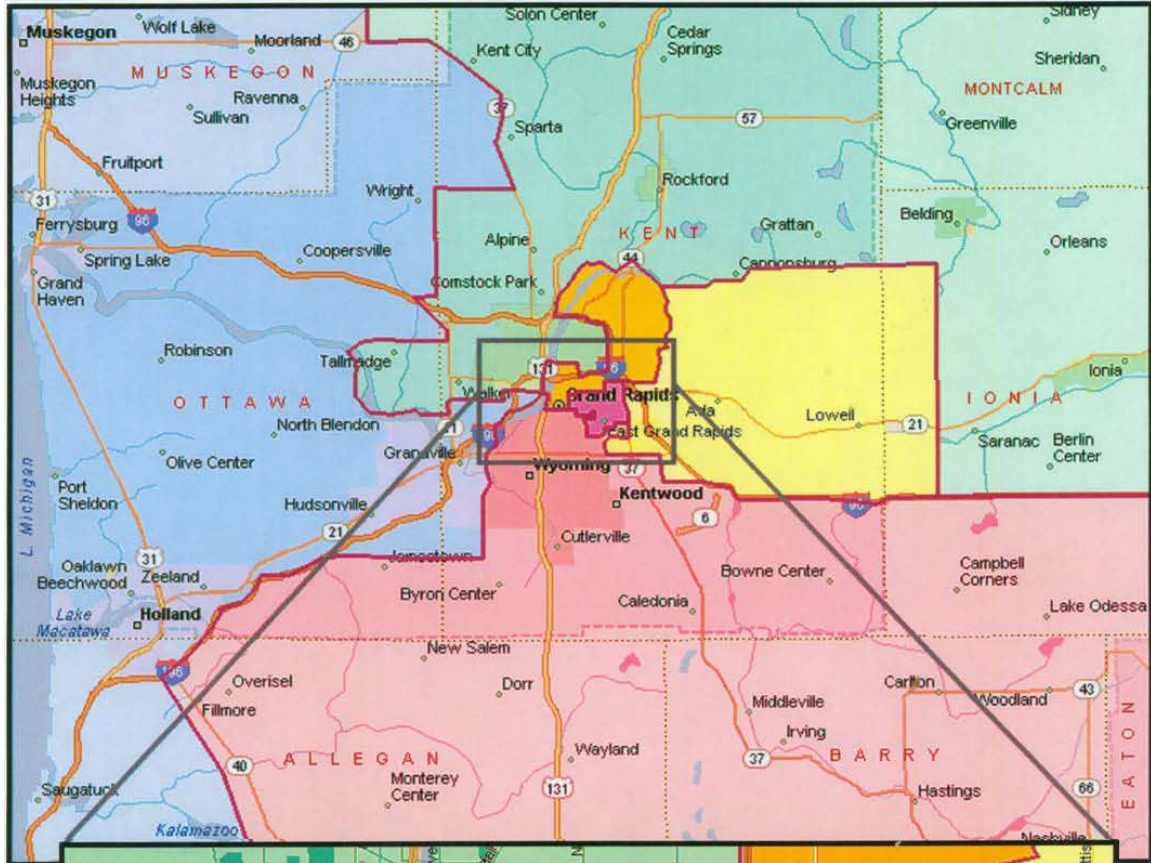
Contact Paula Roelands, our BSSM Coordinator, at (616) 459-8386, Ext. 225 or [proelands@fountainstreet.org](mailto:proelands@fountainstreet.org), to find out about the many different opportunities for you to get involved through BSSM or add you to our District mailing list.

### **Do I have to be a member of the church to participate in District activities?**

Of course not! Anyone can take part in District action—and we really mean *anyone!* Put your kids and their friends to work during our All Church Community Work Day; invite a sibling to join you as we pack Welcome Baskets for new Dwelling Place residents; bring your spouse to one of our District Potlucks! District Involvement is all about being a friend to FSC and making a difference in your community. You can participate anytime you like, for as long as you like, and you will never be pressured to join the church.

**District Leaders:** Each district has between one and four ‘District Leaders’, responsible for coordinating the activities and initiatives of their district. Contact Paula Roelands to find out who your District Leader is and how you can connect.

# Beyond Sunday Districts



- BLUE
- GREEN
- RED
- ORANGE
- YELLOW
- PURPLE

## FINDING THE PERFECT FIT FOR YOU

Because **Interest Groups** serve the members of the group and not the church as a whole, they **are not part of formal church programming**. However, as they meet essential spiritual needs for many, we give them a home at our church ...and you'll be glad to know that they are always open to welcoming new members like you.

At FSC, you can join any of two different categories of Interest Groups:

1. **Shared Interest Groups** – for when you are looking for a group of people to connect with through common interests and hobbies.
2. **Service Groups** – for when you want to make a difference by taking action and supporting causes that benefit our community at large.

Below, you will find a comprehensive list of Interest Groups at Fountain Street Church\*. Joining is easy—simply contact the individual listed or call the Church Office at (616) 459-8386, for more information!

*\*NOTE: Some groups may have discontinued without notice.*

### SHARED INTEREST GROUPS:

**Come Sit With Us** – Experience the many benefits of regular meditation practice with this weekly silent meditation group. Facilitator: Dr. Patrick Dulven. Meets every Wednesday from 12 – 1 p.m. in the Chapel.

**Dinners for Eight** – From September through June, multiple groups of up to eight gather in a host's home for dinner on the second Sunday of each month. A great way for Fountain Streeters to get to know one another. Sign up to host or attend. Contact Linda Hartman at (269) 673-8393.

**Exploring Beliefs & Questions** – Come and join our ongoing open discussion of ethics, morals and values in all aspects of our lives, with a humanistic viewpoint. We meet at the church September – June on Sunday mornings from 9:45 – 10:45 A.M. *Please drop in - everyone is welcome.*

**Friday Morning Poetry Group** – Reading and discussion of various poets in a small group setting. Anyone is welcome to join us. Meetings are every Friday at the church (Sept. – June) at 10:00 A.M. – 12:00 P.M., September – May. *Contact Louisa Nally at (616) 874-8150 with any questions.*

**FSC Gardeners** – Our group of volunteers comes together during the growing season to plant and maintain the church's flowerbeds. Each year, we also gather for a spring tea which takes place at a member's home garden each year. *If you are interested, please call Louisa Nally at (616) 874-8150.*

**FSC Golf Group** – We enjoy the outdoors and a great game of golf together with other FSCers. Dinner is always an option! *Call John Miller at (616) 949-3936 for more information.*

**Knitting Circle** – This group of Fountain Street volunteers use their skills to knit ‘prayer shawls’, which our ministers then hand-deliver to people in need. *Volunteers are needed. Please contact Judy Mroz at (616) 949-8240 to find out how you can help.*

**Men’s Poker & Philosophy Group** – On the 2<sup>nd</sup> Wednesday of each month, we meet at the church to play cards and discuss a variety of topics. New members are always welcome. *Contact Grant Lynn at [lynn3840@sbcglobal.net](mailto:lynn3840@sbcglobal.net) to get on our e-mail list.*

**Women’s Intergenerational Book Club** – On the 4<sup>th</sup> Monday of each month, September through June, we gather at the Church to discuss a book previously chosen by the group. (Look for listings in your *Chimes* newsletter.) *Contact Inta Grace at (616) 531-5157.*

## **SERVICE GROUPS:**

**ANSWER** – This group of FSCers sponsors disadvantaged children in the country of Nepal—Nepalese children are primarily assisted with education. *Contact Earle Canfield at (616) 247-0955.*

**FSC Tutors for G.R. Campus School** – This informal group of adults volunteer to tutor local students on a weekly basis. *Contact Paula Roelands at (616) 459-8386, Ext. 225, for more information.*

**Wellspring Group** – We take a holistic approach to health and wellness within our congregation and community through educational programs and various health activities. *Contact Darla Alexander at (616) 453-5286 or [msdarsie@gmail.com](mailto:msdarsie@gmail.com)*

## STARTING A NEW GROUP AT FSC

Interest Groups are forming all the time at Fountain Street Church. Whether it's a bowling league, science fiction club, maybe even a zucchini-lover's group (!) you're looking to establish, we'll be happy to help you get started.

*Please keep in mind that although neither the Governing Board nor Executive Team has direct oversight responsibility, each Interest Group must register its existence and purpose with the church, along with a primary contact person.*

Ready to get started? Here's what you need to do:

1. Contact the Church Office at (616) 459-8386, Ext. 214, to let them know that you are interested in starting a group.
2. Submit to us in writing a one-sentence summary about your group's intent. The Executive Team will review your submission during their weekly meeting.
3. After ET clearance, you will be placed on the 'FSC Groups in Formation' list. You are now registered as a group-starter, which gives you the opportunity to publish in our church publications (Chimes, Weekly Notes, Friday Flash) and the Website, and will give you access to booking a room in the name of your group if needed, and having that reservation show up on our calendar. (*You have one calendar year from the date you are placed on 'Groups in Formation' to move off this list onto the official 'FSC Groups' list.*)
4. Working with the appropriate FSC staff, set your initial meeting date, create your initial publicity, contact the people you wish to bring together and host your first meeting ... all with the intent of becoming an "official" FSC Group.
5. Once you have a list of at least four other people who have agreed to be part of your group, you are eligible to become an official 'FSC Group'. At this point, we ask that your group come up with a one-sentence purpose statement and select a category (Shared Interest Group, Journey Group, etc.) for publicity purposes. Fill out our 'FSC Group Form' (available at the Church Office) and submit it to the office, either in person or to [office@fountainstreet.org](mailto:office@fountainstreet.org).
6. The Executive Team will once again clear your group at a weekly ET meeting.
7. Your group is now an official 'FSC Group'! As long as you continue to stay active, you will remain in our system, receive support from our staff and continue to have the opportunity to publish notices on our Website or in our publications. You may also reserve meeting space at the Church (as space allows) during regular operating hours.\*

*\*If an interest group is not active for more than 12 months, the Executive Team will decide whether or not that group should continue.*

## **Funding Protocols for Interest Groups**

Interest Groups do not expend funds from the Church operating budget. They may use the building when it is available and may promote their work in FSC forums including newsletters and the Website, free of charge.

If your Interest Group wishes to raise funds through the Church, you must obtain approval beforehand.

*For more information, reference the **'Fundraising'** section on Page 25*

***WHEN IS A GROUP MORE THAN JUST A GROUP?***

**LAY LEADERSHIP GROUPS & COMMITTEES  
AT FOUNTAIN STREET CHURCH**

## **Lay Leadership**

Along with Interest Groups, Fountain Street Church is also home to a variety of Lay Leadership Groups consisting of Committees, Charter Groups, Service Groups and Ad Hoc Groups.

Lay Leadership Groups differ from Interest Groups in that they serve the Church as a whole by helping us meet our wide range of spiritual needs, individual interests and special talents and gifts by focusing their planning and activity around the development of new ministries, programs and services.

Unlike Interest Groups which are self-starting and self-accountable, the FSC Governing Board assumes the sole responsibility for creating Committees and other Lay Leadership Groups needed in order to serve the overall mission and vision of our Church. This responsibility is delegated to the GB by the congregation as a whole.

Depending on their categorization, Lay Leadership Groups and Committees must report to the Executive Team for activity guidance and special permissions. FSC boards are the exception to this rule – they must report to the congregation at large.

*A comprehensive listing of all Lay Leadership Groups at Fountain Street Church appears on the pages that follow.*

## **Lay Leadership Committees**

There are many Committees here at FSC that help us Free the Mind, Grow the Soul and Change the World. Committees are unique from our other group categories in that they work in partnership with the staff using funds from the Operating Budget to serve the Church.

In addition, Committee members provide decision-making input and assistance with the planning processes surrounding key areas of church operation such as funding, building upgrades, worship life and community partnerships.

Committees are accountable to the Governing Board through the Executive Team. While Committee members lend the Church input on funding decisions, they have no direct authority to change the budget, raise or spend funds, or act unilaterally. Committees report to the congregation at large, set their own agenda and recruit their own members in partnership with the Executive Team.

*A current listing of FSC Committees appears below:*

**Adult Spiritual Life & Learning Committee** – Plans and organizes the curricula and courses used in our Adult Spiritual Life & Learning ministries. *Contact Matthew Cockrum at (616) 459-8386, Ext. 215.*

**Archives Committee** – This group organizes historical/archival material for the church to preserve our history and make information available in an organized environment. *Volunteers are welcome to join. Contact Phyl Penny at (616) 949-3045.*

**Communications Committee** – helps design and improve our many uses of print, Internet and audio-visual sources. They also help form our public relations work. *Contact Mike Grass at (616) 452-0424.*

**Linkage Committee** – Committee of the Board.

**Music Committee** – Helps coordinate the logistics of FSC's many music-related activities, including our three choirs, special events and guest musicians. *Contact Charlie Gallmeyer at (616) 942-7582.*

**Nominating Committee** – Selects Governing Board nominees and assists with the election process. *Contact the Governing Board chair.*

**Officers Committee** – Committee of the Board.

**Oversight Committee** – Committee of the Board.

**Properties Committee** – Advises and assists the Executive Team in planning maintenance, repairs and improvements throughout the Church. *Contact Wes Beck at (616) 456-5144.*

**Religious Services Committee** – Advises and assists FSC clergy in overseeing the worship life of the church. They are especially involved in arranging for summer chapel services, which are led by lay members. *Contact Fred Wooden at (616) 459-8386, Ext. 220.*

**Social Action Committee** – Researches projects and topics that address social needs so that the church at large or a group of members may elect to respond by offering a service, educating the public or creating partnerships with groups that deserve our support. *New members are welcome. Call Tom Logan at (616) 458-1905.*

**Stewardship Committee** – Plans the Annual Pledge Campaign each year as well as other events to raise operating funds for the Church.

**Youth Curriculum Task Force** - The purpose of this committee is to facilitate and support Character School programming, with a focus on long-term visioning and goal-setting. *Contact Lydia Stubbs at (616) 459-8386, Ext. 226.*

## Lay Leadership Charter Groups

Charter Groups serve the mission and vision of the church through specific non-budgeted and non-governed programs. Whether internal or external, they seek to impact the overall life of the church. While Charter Groups need to be accountable, they are outside the normal oversight mechanisms of the Church as their programs are not a part of the operating budget.

To preserve the freedom of Charter Groups and also provide adequate accountability, the Governing Board is responsible for establishing each Charter, enumerating its specific mission, its organization and its accountability to the GB or any staff, specifying what services and/or support it will receive from the staff or GB, and determining/defining its financial responsibilities. Charters are reviewed regularly by the GB for accuracy and compliance. This responsibility is delegated to the GB by the congregation at large.

All Charter Groups share the following common clauses:

- a. The GB alone may create such groups and may, if the group does not observe the charter, close it or re-designate it.
- b. Any funds held by or for said group must be reported annually to the GB and copies of all records filed with the church.
- c. All activities of the group will be consistent with the FSC mission and operating policy.

*A current listing of FSC Charter Groups appears below:*

**Art Committee** – Activities include maintaining and keeping current all artwork throughout the church, staging art exhibits for the Keeler Gallery, plus designing and financing the holiday Order of Service covers for the Advent season. *Contact Tia Grass at (616) 452-0424.*

**Choice Fund Board** – Oversees distributions of loans to women in need of reproductive services. *Contact Betsy Vandercook at (616) 452-7709.*

**Choir Board** – *Contact Kirsten Lundeen at (616) 696-2191.*

**Duncan Littlefair Great Speakers**– This group invites speakers to FSC and provides planning and support for these events. *Call David Doyle at (616) 336-1090.*

## Lay Leadership Service Groups

Service Groups are organized for a specific and continual service to directly benefit the members of the Church as a whole or the ministry of the Church as a whole. They are self-governing and self-organized, but the service they provide may be part of a larger ministry that is at the direction of Church staff. Therefore, such groups, while not directly accountable to the staff, must support those larger ministries as they evolve and change.

Service Groups are self-governing and self-recruiting, but all members of the church and wider church community must be eligible to join if they are able and willing to serve. Any fundraising undertaken by Service Groups should provide fellowship and support for the group itself or may be given to the church as a contribution. Such funds need not be essential to providing the service of the group.

A current listing of FSC Service Groups appears below:

**BeFrienders** – A lay pastoral care ministry whose aim is to provide listening friends to those experiencing life transitions under the guidance of FSC's Caring Ministry Coordinator. Some training required. *Those interested in volunteering in this type of service may contact Arlene Chettleburgh at (616) 676-1273.*

**Choir** – A vigorous and vital group of tuneful folks, young and old, who provide expert and eclectic music to enhance our Sunday worship. Always welcoming new members. *Contact Jennifer Austin at (616) 827-0693.*

**Coffee Volunteers** – Every Sunday we help serve coffee and collect donations before and after church. This is a great way to get to know many of your Fountain Street friends! *If you are interested in volunteering please contact Grant Lynn, (616) 249-2810.*

**First Responders** – A lay pastoral care ministry who, under the guidance of FSC staffers, helps assess acute needs of any members so the church can reach out and respond quickly and efficiently. Some training required. *Contact Gigi Owen at (616) 459-8386, Ext. 214.*

**Hospitality Ministry** – Our Ushers and Greeters have come together as one to offer warm welcomes at the Church door on Sundays. We make sure worshippers are seated and served, take the collection during the service, provide information through the church's Welcome Center, and provide newcomer and new member support and programs throughout the church year. *To join in welcoming hospitality on occasional Sundays contact Tom Bandyk, (616) 975-0412. To help with newcomer and new member events, contact Matthew Cockrum at (616) 459-8386, Ext. 215.*

**Women's Association** – This organization includes three fundraising guilds, one service guild and a spirituality guild. Members put on congregational gatherings, programs, a blood drive, and finds many other ways to bring FSC members close together. Male members are very much welcome! *Contact Judy Weersing at (616) 245-5049.*

***Service Sub-Groups of the Women's Association:***

- **Albert Schweitzer Guild** – Dedicated to the beliefs and ideals of Albert Schwieter, our group meets four times a year and raises funds for the Women's Association through the Art Rental Gallery. *New members are very much welcomed. Contact Edie McCargar at (616) 949-1274 for information.*
- **Parents Circle** – Parents and children, join us twice a month for conversation, snacks, creative activities and learning opportunities to help connect with each other through shared resources and experiences. Young ones will also feel a sense of community with their Parents Circle Friends. This group meets at church the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month, September – May, from 9:30 – 11:30 A.M. *Newcomers are warmly welcomed. Contact Mandy Keller-Rodriguez (616) 447-7668.*

**Fountain Street Church Ad Hoc Groups**

The Governing Board may create and appoint Ad Hoc groups for specific and limited purposes as needed. Each of these groups will have a charge specifying the purpose, composition and end result required, as well as a deadline for reporting.

Ordinarily, no Ad Hoc Group will exist for more than two iterations of the Governing Board (i.e. no more than two slates of officers).

## CONNECTIONS ... FSC's Small Groups Ministry

'Connections' is Fountain Street's small group ministry program that shares the values of an 'Open Mind, Loving Heart and Helping Hands'. Groups of 6 – 8 adults gather approximately every other week for a total of four months to engage in service, dialogue, exploration and soul-growth activities led by a trained facilitator. Each group explores its own theme and creates its own behavioral covenant while conducting its gatherings in a uniquely 'Connections' manner.

Some of the activities and events Connections members have participated in over recent years include:

- Acting as Welcomers/Greeters for Inquirers Lunches
- Leading FSC Summer Picnics & Vespers Services
- Volunteering at local non-profit organizations such as 'God's Kitchen' and 'Kids Food Basket'.
- Hosting church-wide lunches.
- Assisting with FSC All-Church Work Days.

If you are looking for a way to deepen your spiritual life, serve as part of your journey and make connections with others along the way, a Connections group may be the perfect fit for you!

Groups generally begin in October and February; new participants are welcomed for the first 3 – 4 sessions or until each group reaches its maximum capacity of eight adults.

For more information on how you can connect to our Connections ministry and to find out about group times, locations and themes, contact Rev. Matthew Cockrum at the Church Office at (616) 459-8386, Ext. 215 or [mcockrum@fountainstreet.org](mailto:mcockrum@fountainstreet.org).

## Promoting Your Group & Group Activities

### *How Fountain Street Church Can Help*

Whether your aim is to recruit new members into your group, ensure an impressive turnout to your group-sponsored event or simply report back on the proceeds garnered from a recent fundraising effort, there are plenty of ways FSC can help advertise and promote membership, meetings, activities and special events on behalf of your group through a variety of effective mediums.

Check out our list of options below to see which one(s) might best benefit you.

- ❖ **Chimes** – FSC’s monthly newsletter publishes September through June, with posting to the website occurring by the first of each month. We welcome submissions of reasonable length (no full-page ads, please!). *A preferred forum for all aspects of Church programming, ministry, special events, classes, etc.*
  - **DISTRIBUTION METHOD:** The *Chimes* is posted to the FSC Website in full color each month, September – June. Limited paper copies are available at the Church Office for pick-up.
  - **DEADLINE FOR SUBMISSIONS:** 4 p.m. the 15<sup>th</sup> day of each month.
  - **STAFF CONTACT:** Gail McConnell, Communications Coordinator, at (616) 459-8386, Ext. 216, OR e-mail your submission directly to [Chimes@fountainstreet.org](mailto:Chimes@fountainstreet.org).
  - **RECOMMENDED FOR:** New groups; volunteer/membership recruitment; detailed information about events/activities which tie into a seasonal “theme” or are no sooner than one month away from publication date; reports/updates on recently-occurring events/activities.
  
- ❖ **Weekly Notes** – FSC’s weekly news bulletin publishes year-round on Sundays and welcomes submissions of abbreviated length. *A preferred forum for reminders of same-Sunday events; information about special programs/classes/initiatives taking place throughout the month; calls for volunteers or item donations to support Church curriculum or ministry.*
  - **DISTRIBUTION METHOD:** The *Weekly Notes* is distributed directly to churchgoers each Sunday and appears as part of our one-page Order of Service. We also post it to the FSC Website each Friday.
  - **DEADLINE FOR SUBMISSION:** Wednesdays by 4 p.m. (Concurrent/repeating submissions will be considered.)

- **STAFF CONTACT:** Gail McConnell, Communications Coordinator, at (616) 459-8386, Ext. 216 OR e-mail your submission directly to [WeeklyNotes@fountainstreet.org](mailto:WeeklyNotes@fountainstreet.org).
- **RECOMMENDED FOR:** Reminders; volunteer/membership recruitment; events/activities which tie into a monthly/holiday “theme”; same-Sunday special events/activities or those which will take place no later than a week beyond publication date.

❖ **Friday Flash** – FSC’s weekly e-newsletter/bulletin publishes year-round and welcomes submissions of reasonable length. *A preferred forum for reminders of events taking place before and after church on the upcoming Sunday and the week immediately following; also for introducing new classes/programs/initiatives at FSC.*

- **DISTRIBUTION METHOD:** The *Friday Flash* is posted to the FSC Website each Friday. A notice is sent to congregants every Friday via e-mail when the new edition has been posted.
- **DEADLINE FOR SUBMISSION:** Wednesday, by 4 p.m.
- **STAFF CONTACT:** Gail McConnell, Communications Coordinator, at (616) 459-8386, Ext. 216 OR e-mail your submission directly to [FridayFlash@fountainstreet.org](mailto:FridayFlash@fountainstreet.org).
- **RECOMMENDED FOR:** Reminders; same-Sunday events/ activities (particularly those taking place before worship service); events/activities which will take place no later than a week ahead of publication date; events/activities taking place on Friday nights or Saturdays.

❖ **FSC Website** – Outline the purpose and parameters of your group; promote events, activities or initiatives; issue callouts for volunteers, and keep visitors and group members alike well informed 24/7 on the FSC Website ([www.fountainstreet.org](http://www.fountainstreet.org)).

*We are happy to give your group its own Web page and update it regularly; however, your group will be responsible both for providing us with all pertinent information and initiating/maintaining communication with our offices to keep your postings current.*

- **DEADLINE FOR SUBMISSION:** Please allow at least one week for your posting to appear.

- **STAFF CONTACT:** Kim Jordan, Admin. Assistant, at (616) 459-8386, Ext. 237 OR e-mail your posting request directly to [kjordan@fountainstreet.org](mailto:kjordan@fountainstreet.org).
- **RECOMMENDED FOR:** General group information such as meeting times and instructions for membership; reminders for events/activities taking place throughout the month/season/year.

**\*FSC EDITING STAFF RESERVES THE RIGHT TO EDIT SUBMISSIONS FOR ANY OF THE FOLLOWING REASONS INCLUDING BUT NOT LIMITED TO: LENGTH, SPACE LIMITS, TIME CONSTRAINTS, CLARITY, CONSISTENCY, STYLE, SUBJECT RELEVANCE**

Additional promotional methods appear below.

- ❖ **Sunday Social Hall Display** – Your group may be able to secure a spot in the Social Hall before and/or after church services on Sundays to promote for self-membership or to advertise/recruit support for initiatives being taken to benefit the church or the community at large.

For details about spot reservation and the parameters of promoting in the Social Hall, contact our Events Coordinator, Heather Barretta, at (616) 459-8386, Ext. 227.

- ❖ **Pulpit Announcement** – If your group is organizing an all-inclusive event/activity or embarking on an initiative pertinent to all Fountain Streeters – such as hosting a Soup Lunch or collecting donations of blankets to benefit a local homeless shelter—you may want to consider submitting a request to have one of our ministers promote for you from the pulpit during the Sunday Announcements portion of our worship service.

*While submissions for pulpit announcements do not guarantee one will be made, we will certainly give each request careful consideration.*

Contact Kim Jordan at (616) 459-8386, Ext. 237.

**FSC Policy on Solicitation**

*In an effort to preserve the integrity of the church, and to protect its members from unnecessary solicitation while on church property, promotion of causes that are unrelated to the specific vision and mission of the church must be approved by the Executive Team. Any decision of the Executive Team may be appealed to the Governing Board.*

*Members and Friends of FSC should not pass out literature, present petitions for signatures or promote events, other than church-sponsored events, on church property without express permission to do so.*

## Building Use

FSC Groups are free to use FSC's beautiful building as space allows. However, you will need to notify us ahead of time if you plan to conduct a meeting, gathering or event of any size on the FSC premises, and you will be expected to adhere to building hours and room assignments.

It is strongly recommended that you use the building when it is already open. Otherwise, FSC will have to charge for any direct costs to the church, such as custodial hours, Event Coordination fees and/or technical fees for audio/visual services.

To begin the scheduling and reservation process, please contact our Events Coordinator, Heather Barretta, at (616) 459-8386, Ext. 227, as far in advance as possible.

*Groups who wish to convene at a private/casual location, such as a restaurant or member's home, are free to do so, though you may still wish to advertise these gatherings via the Chimes, Weekly Notes, etc. to keep your members and potential members alike well informed.*

## FSC Hours of Operation

### **OFFICE HOURS:**

**Monday – Friday:** 9 a.m. – 4:30 p.m.

### **BUILDING HOURS:**

**Monday & Wednesday:** 9 a.m. – 9 p.m. (closed Wednesdays in summer)

**Tuesday, Thursday & Friday:** 9 a.m. – 4:30 p.m.

**Saturday:** Weddings & special/rental events only

**Sunday:** 8:30 a.m. – 5 p.m. (9 a.m. – 1 p.m. in summer)

## **Parking**

The FSC parking lot directly across Fountain Street is generally available for evening meetings. It is also available on Sunday mornings to the elderly and disabled.

Because there are often multiple groups meeting in different parts of the Church building at the same time, be sure to call ahead of time to see if any of our limited free parking spaces can be made available to accommodate your Group members/guests.

Additional parking is usually available for a small fee in the GRCC parking ramp (the only exception is on Sundays, when those attending worship services at FSC can park there free of charge through a rental agreement funded by FSC's operations dollars).

You might also want to check with FSC's "neighbors" (Grand Rapids Public Library, GRCC, Civic Theater, etc.) to make sure they don't have any special events coinciding with your meeting time, which may make area parking even more difficult.

The small space behind the church is restricted for staff use only.

## **Building Use Policies**

*For more details or for information on our **Policy Governing Use of the Church Building by Church Members and Church Groups**, contact the Church Office at (616) 459-8386.*

### **Use of Church Kitchen**

It is the policy of FSC that anyone who is paid for catering meals in the Church kitchen will be a licensed caterer.

### **Policy on Safety Inspections**

For safety purposes, we reserve the right to inspect all backpacks, parcels and purses that are brought on to church property during public events. Refusal to submit to these inspections will result in the denial of entry to the church building and/or ability to remain on church property.

### **Smoke-free Work Site Policy**

In compliance with the City of Grand Rapids' Clean Indoor Air Ordinance, FSC is an entirely smoke-free environment. In addition to all enclosed areas within the church building, outside smoking may not take place within 10 feet of the building. Signs communicating this policy are posted at all entrances to the building.

### **Alcoholic Beverages Policy**

As a rule, no alcoholic beverages may be served or sold on FSC property. Occasional exceptions are made for approved events. In order to hold such an event, the planners must seek approval in advance from the Executive Team, secure a special permit to serve alcohol from the Michigan Liquor Control Commission and secure a special insurance binder from our insurance provider. This includes 'Bring your own' (BYO), as it is illegal for us to service alcohol according to the Michigan Liquor Control Commission. In addition, our liability insurance specifically excludes alcohol liability coverage. *For more information, contact Events Coordinator, Heather Barretta, at (616) 459-8386, Ext. 227.*

### **Use of Candles Policy**

In order to remain in compliance with current fire codes, the use of open flame candles is prohibited in the church house. The use of candles in the Sanctuary and the Chapel will be limited to Weddings, Memorial Services, Special Events and Advent and Christmas Eve services. All candle use must be approved in advance by the Executive Team.

As an alternative we suggest the use of LED battery operated candles or alternate rituals that do not include the use of fire.

### **Building Access**

After hours, access to the building is by the staff only.

### **Display Tables**

If a table in the Social Hall is desired Sunday morning, it must be reserved through Events Coordinator. We ask that any person(s) staffing those tables remain at the table and not move about soliciting signatures.

### **Food Service**

Food service must be arranged through the Events Coordinator.

## **Fundraising at Fountain Street Church**

*The Executive Team is responsible for scheduling, coordination and approval of all fundraising events. All groups must apply to the Executive Team prior to raising funds. Applications for fundraisers will be reviewed for product or service offered, start and end date, and method of selling.*

*FSC's Stewardship Committee of the Governing Board and staff can help make your group's fundraiser a success! Here are some important points to consider as you organize your event:*

### **Who is your audience?**

The wider your audience, the more money you can raise. For example, inviting the public to your fundraiser gives you much larger potential, and has the added benefit of helping to introduce the Church in the wider community. It also reduces fundraising "fatigue"—whereby members feel bombarded with requests for their dollars.

### **What are the risks?**

Fundraisers that incur expenses can quickly become fund-losers. If your project requires an outlay of funds for food, talent, printed programs or other expenses, there may be such a risk. Despite your best efforts, bad weather or other unforeseen events may result in a net loss of funds. The Church and its membership cannot take financial risks at this time and cannot assume liability for losses. In most cases, the Church cannot "front" the cost of expenses to groups doing fundraising events. For example, if you plan to serve food, anticipate the number of meals you must sell to break even, and then sell advance tickets that could be refunded if your minimum isn't met.

### **What can you expect of FSC staff?**

Our general staff responsibilities do not include fundraising. Any expectations for staff support should be clearly indicated on your application. It is best to make sure that you have enough volunteers at every stage of your project from planning through clean-up before you proceed.

### **What parts of the church building will you use?**

The best time to use our building is when it is already open, as this reduces extra fees for staff support. If you schedule your event when the building is normally closed, the church must charge your group for any direct costs to the Church such as additional custodial hours, event coordinator fees and technical fees associated with the operation of any video/sound equipment. *For more information, please see the section titled 'Building Use' on Page 24.*

### **What about parking for weekday or evening events?**

Other groups that may be using the building will affect the parking spaces that are available, particularly in the private, handicapped lot. Make sure to check with FSC staff to determine if any of our limited free spaces would be available for your group. In addition, large downtown events taking place at other nearby venues may make parking difficult and could affect attendance at your event. It is best to inquire in advance of your event with FSC's nearest neighbors (Civic Theater, GRCC, Grand Rapids Public Library) to determine what other large events may be taking place at that time.

### **How will you publicize your event?**

The church offers many ways for your group to spread the word—for more details, please see the section on 'Promoting Your Group & Group Activities' on Page 20.

### **Who will benefit from your fundraiser?**

Many groups in the church need additional funds, but not all of them can hold a fundraiser. Many of our basic, pertinent programs and/or services, such as our nursery, building repair, etc., rely solely upon funds from the operating budget in order to function. Please consider helping these groups by "tithing" to the general operating fund a portion of the profits from your group's fundraiser.

### **What are the costs to your group?**

- **INTERNAL GROUPS of FSC**

- If proceeds from fundraiser are to be donated to the general operating fund, *internal groups of FSC will not be charged rental fees*. Any direct costs, such as custodial time, will be deducted from proceeds prior to determining net profit of fundraiser.
- If proceeds will not be donated to the general operating fund, *some costs will likely be incurred by internal groups of FSC*, particularly if the event takes place during a time when building is not normally staffed and open.

- **EXTERNAL GROUPS of FSC**

- Rental fees will be incurred, as well as any direct-expense fees for additional staffing.

### **Getting Started ...**

1. First, you will need to fill out an application (available at the church office).
2. Submit your application no less than 45 days in advance of your event.
3. Once your application has been approved, contact our Events Coordinator to book your event as well as discuss fees and any set-up needs.

## **POLICY FOR FUNDRAISING**

FSC has been granted tax exempt status by the U.S, Department of Treasury and the Church has the obligation of ensuring that all money handled by the Church is used for purposes which qualify for tax exempt status. This Policy establishes guidelines for carrying out our obligations.

1. Only funds given to FSC or the FSC Foundation will be classified as tax exempt.
2. The Executive Team is responsible for keeping records of all receipts and disbursements of funds handled by the Church.
3. Any proposed gift must be approved by the Executive Team

*The Church is comprised of many groups which engage in spiritual, social and charitable activities. Some groups are established by the Board and the Executive Team and others are formed by Church Members.*

### **Policy Statement**

Groups which receive more than \$400 per year from church fundraising efforts or as gifts must be registered with the Accounting Office. Groups handling lesser sums have no obligation to register. To be registered, the Group must have a written purpose and designate a member to serve as the group treasurer.

### **Procedures**

1. Groups may establish a checking account of their own, provided they annually report to the Accounting Office their income and expenses.
2. The Accounting Office shall set up a fund account for each group that chooses to have the church handle their funds. The Accounting Office will authorize checks against these funds as directed by the Group Treasurer.
3. The Group Treasurer is responsible for keeping records of receipts and disbursements for his or her group and for reporting those totals to the Accounting Office each year for publication in the annual report.
4. Should there be a question from the Internal Revenue Service concerning a specific Group's finances, the Group Treasurer and the FSC Board Treasurer shall resolve the issues with the IRS.
5. All Groups must apply to and have written permission from the Executive Team to solicit or raise funds from the congregation. Applications should be received 45 days prior to the start of the sale or solicitation.

### ***Staff Support for Your Group's Needs***

- **To reserve a room, date and time** for meetings, social gatherings, fundraisers, special events, etc., contact our Events Coordinator, Heather Barretta, at (616) 459-8386, Ext. 227.
- **To inquire about dates, times and locations of group meetings and events** contact the Church Office at (616) 459-8386.
- **To advertise your event** contact the following individuals:
  - **Gail McConnell** – *Chimes / Weekly Notes / Friday Flash.*  
(616) 459-8386, Ext. 216  
[gmccconnell@fountainstreet.org](mailto:gmccconnell@fountainstreet.org)
  - **Kim Jordan** – *Pulpit announcement / website*  
(616) 459-8386, Ext. 237  
[kjordan@fountainstreet.org](mailto:kjordan@fountainstreet.org)
  - **Heather Barretta** – *Facilities Scheduling and Social Hall table display.*  
(616) 459-8386, Ext. 227  
[hbarretta@fountainstreet.org](mailto:hbarretta@fountainstreet.org)