



FLOSSMOOR COMMUNITY CHURCH
798-2800
CHURCH OFFICE DEADLINES

Narthex Deadline: The fifteenth of each month by 12 noon. Each board and committee is encouraged to submit a brief article each month.

-Submit to church office by email (bparry@fccfaithful.org) or on a disk and place it in Brooke's mailbox by the elevator.

-If you submit by email, please write your article in a Word document and attach to your email. Please do not include your article in the body of the email.

Sunday Faith Family Matters Deadline: No later than noon on the Tuesday prior to the Sunday service. If you desire a separate insert in the Sunday's Faith Family Matters, it must be approved by a pastor and requires a week's notice. Submit materials to Brooke Parry in the church office via email at bparry@fccfaithful.org. For questions, call Brooke at 798-2800 Ex. 13.

Meeting Minutes: Board and committee minutes are distributed to the Governing Board members the Friday before their meeting on the fourth Tuesday of every month. Therefore, they are expected to be emailed to Brooke Parry, typed as a Word document and attached to an email to (bparry@fccfaithful.org) by 12 noon on the third Thursday of the month. Copies are prepared for GB, all staff, and made available for the congregation.

Special Projects

The office staff is happy to work on special projects for church organizations, but please give us at least a week's notice to fit it into our schedule.

MEETING ROOM REQUIREMENTS

Rooms must be reserved for all meetings

The use, security and custodial care of our facilities depend on good scheduling. Please do your part.

It is important that you:

- 1) Reserve as early as possible.
- 2) Fill out a "Facility Use Form" located in the clear holder outside Di King's office. Return it to Diane Margita in the main office.
- 3) Please notify the church office if a meeting date is changed or canceled.

Our custodial staff will have your meeting room unlocked and set up according to your request on the Facility Use Form. See sample form.

We are blessed to have a wonderful facility that is extremely busy!