



Administrative Guidelines & Procedures

In light of a vast number of events and activities occurring at Mount Pleasant the following guidelines and procedures have been established to aid each ministry with effective communication to the Administrative office.

Announcements

Submit all announcement requests via email: info@mtpleasantatl.org at least 2 weeks prior to the Sunday that you would like the announcement to be broadcasted.

Programs & Flyers for Events

Submit all media contents for programs and flyers for approval at least 2 weeks prior to distribution via email to info@mtpleasantatl.org. The office reserves the right to make modifications to all programs and flyers to fit the professional branding of this ministry.

Room Request for Meetings & Rehearsals

All Ministry Leaders should inform the administrative office regarding meetings and rehearsals by submitting all Room Request via email: info@mtpleasantatl.org at least 2 weeks prior for assignment to the church calendar.

The approval for ministry room request for meetings and rehearsals are contingent upon availability of space and church openings.

Ministry Leaders are responsible for ensuring that any rooms requested for meetings, rehearsals, etc. remain or returned to the condition in which it was assigned

Ministry Leaders please take note that all meetings are generally allotted one (1) hour to accommodate a various number of other reserved meetings.

Conference Call Request

Submit all Conference Call Request via email: info@mtpleasantatl.org at least 2 weeks prior to your meeting. Conferencing is a great alternative opportunity to use in place of using the church campus for a meeting with a small group.

Event & Activity Request

Complete the ACO Ministry Form first for your event or activity and submit to Kimberly Chaffin or Thelma Mays. This form has to be completed first and approved before any event or activity can be arranged.



MOUNT PLEASANT
baptist church

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Telephone Mailbox Request

If your ministry would like to receive a mailbox on the church telephone system for your ministry members or others member to leave messages, please contact the administrative office via email: info@mtpleasantatl.org.

Photocopying

Submit all photocopying directly to administrative office or via email: info@mtpleasantatl.org at least 2 weeks prior to distribution. Please limit photocopying to only items that are absolutely essential.

Mailings

Submit all mailing content directly to the administrative office or via email: info@mtpleasantatl.org at least 2 weeks prior to distribution for approval. Letters will be placed on the church letterhead after approval and will only be distributed from the church by administrative personnel. The same applies to all content distributed via email.

Memorandum(s)

- Any/all information that is to be disseminated with the general church at large regarding any ministry must be submitted to the office for approval before it is circulated to the masses.
 - This enables the administrative personnel to serve the church at large with information for any events that is requested during office hours
- The administrative personnel will contact the ministry leader or designee regarding any questions or concerns.
- Only the ministry leader or designee should correspond information to administrative office. This will establish effective communication between the administrative office and each ministry.
- If you have any questions or concerns please contact, Regina Long, *Executive Administrator*