

7/13/2005



Green Acres

BAPTIST CHURCH

*Answers to
Almost Every
Question that a
Sunday Morning Bible
Study Could Have...
Handbook*

*1607 Troup Hwy
Tyler, TX 75701
(903) 525-3249*

7/13/2005

Quick Phone Reference

Adult Education Office (Pam & Tim)	903-525-3249
Business Office	903-525-1127
Childcare Reservation Information	903-525-1122
Children's Ministry	903-525-1122
Counseling	903-525-1109
Early Education	903-525-1104
Family Life Center	903-525-1116
Forerunner Office	903-525-1165
GABC South	903-839-7232
Good Samaritan Outreach Center	903-592-0868
Kitchen	903-525-1137
Library/Bookstore/Tapes	903-525-1138
Main Church Office	903-525-1100
Maintenance Office	903-525-3228
Mission Office	903-525-1112
Music Ministry	903-525-1182
Pastor's Office	903-525-1118
Prayer Line	903-593-2273
Restorative Justice	903-525-3206
Retreat Center Reservations	903-566-2515
Scheduling	903-525-1126
Singles Ministry	903-525-1123
Student Building	903-525-1190
Van Reservations	903-525-1100

Email: timr@mail.gabc.org or pamr@mail.gabc.org

How are SMBS Attendance Records completed?

- ❖ Pick up SMBS class attendance envelopes from the indicated area in your building.

These places are located in your building—FLC at the Welcome Center at the front door; AEB first floor class records are in the closet at the end of the hall on the first floor; second and third floor class records are in the closet on the second floor; and Worship Center classes in the glass receptionist area in front of the Bookstore.

- ❖ Return completed records in your class envelope to the area where records were picked up. (The only exception for this is in the AEB building for 9:45 classes. These records need to be brought to the Welcome Center on the first floor, if possible by 10:20, if not, please bring to the Worship Center and turn in to the Receptionist across from the Bookstore.)
- ❖ Guest forms should be filled out and one copy returned with your records and 2 copies kept by the SMBS Class. Extra forms are located where records are picked up.
- ❖ Transfer forms, address change forms, name change forms, etc. (small yellow form) should be completed and returned with your records.

Who do I give my room set up arrangement to or make changes in my arrangement?

- ❖ Turn in a drawing of the room arrangement you would like to have for your SMBS class to the Adult Education Office. Note: 9:45 am classes must use the 8:15 am

arrangement (unless the 9:45 am class is *significantly* larger) if an 8:15 am class meets in the same location.

What items for the SMBS Classroom are provided by GABC?

- ❖ Paper goods—cups, napkins, small plates, spoons, knives, forks, sweetener, cream
- ❖ Name badges and pens (Adult Education Office)

The paper goods are located in your building—FLC in the closet off room 202; AEB in the metal cabinet on the first floor (the key is on the top in a magnetic key holder); and Worship Center in the glass receptionist area in front of the Bookstore.

NOT PROVIDED: Coffee or Coffee Makers; Soft Drinks, Donuts

Where do I obtain a copy of my class roll?

- ❖ A current class roll can be obtained from the Adult Education Office. Either call 903.525.3249 or come by and one will be printed for you.

How does my class receive Prospects?

- ❖ FAITH Team
- ❖ Contact FAITH Coordinator (903) 525-3252 or Adult Education Office (903) 525-3249.
- ❖ Summer Outreach Visitation Nights (May - August)
Second Wednesday night of each month.

Do we have a Substitute Teacher List?

Due to privacy concerns, a list of substitute teachers can be emailed to you by contacting Pam Rose at (903) 525-3249 or pamr@mail.gabc.org. If you are unable to find a substitute teacher for your class, contact your Section Overseer.

When do I order new literature?

- ❖ *Literature is ordered once a quarter*—September, November, March, June. An announcement of the topics for the next quarter plus a copy of the last order placed by the class will be with the SMBS records. This order is for all literature including devotionals. The Record Keeper, Director, or Teacher should fill out the order form, sign it, and return it with the SMBS records by the date indicated.
- ❖ Literature is distributed each quarter to the place where SMBS records are picked up. Devotionals will be distributed monthly to this same location. For any problems or questions regarding literature, please call the Adult Education office (903) 525-3249.

What do I do with used literature?

- ❖ *Used Literature* should be collected and returned to: for classes in the AEB, the closets in the Adult Education Building. Put it on the shelves where new literature is picked up. Those classes in the Worship Center should return them to the Receptionist Area (the place where you pick up your records). For the classes in the Family Life Center, return to the Greeter's desk. The used

literature is collected and sent to organizations who will use it.

How do I make copies?

- ❖ Get a copier code from the Adult Education Office and either make your own copies or someone here at GABC will be glad to help you.
- ❖ The copier code should work on any of the copy machines around GABC. We have copiers in all buildings.
- ❖ Be sure to check "*copyright*" before copying anything that is from a book, internet, etc.

How do I send mail to class members?

- ❖ Bring it to the church and leave with the receptionist or Adult Education Secretary.
- ❖ GABC will pay the postage for your class mailings.
- ❖ Cards and envelopes are available from GABC for class mailings. (Contact Adult Education Office.)
- ❖ **Address labels** can be requested from the Adult Education Office for your SMBS class. Please allow at least 24 hours for the labels to be printed.

Where do I get my cards, letters, etc. typed?

- ❖ Call or bring by the information to the Adult Education Secretary (903) 525-3249 to be typed. It will be typed and mailed for you. Please give at least two week's notice.

How can I get a SMBS class directory/handbook typed/copied?

- ❖ Handbooks can be typed and copied by the Adult Education Office with some stipulations.

- 1) Handbooks will be typed as time allows by the work load of the Adult Education Secretary.
- 2) Handbooks must be in the format set up by the Adult Education Office and must be copied in black and white.

What about meeting off-campus for SMBS?

- ❖ Please do not schedule your SMBS class to meet off campus on Sunday morning during your regular time without informing both your Overseer and the Minister of Adult Education and Outreach. Arrangements for roll must be made and numbers turned in.

How do I request audio/video equipment?

- ❖ Requests can be made through the Adult Education Office (903) 525-3249

How Do I Schedule Rental of Tables and/or Chairs for Off Campus?

- ❖ To borrow chairs and/or tables from GABC, arrangements and paper work must be made through the Maintenance Office (903) 525-3228. Chairs and tables must be picked up through the Maintenance Office, not from your classroom.

How Do I Schedule Class Functions On Campus?

- ❖ To use facilities here at the church you must schedule the time and place through the Adult Education Office (903) 525-3249. Final approval will be through the Scheduling Coordinator.

How do I order paper goods and request food for a class social?

Food Service	When	How	To Whom
Kitchen or Food Service Meals & Event Support	2 WEEKS before the date of the event	903-525-1136 or 903-525-1137	Darlene Ginn
The total number of reservations for your event must be turned in 5 DAYS before the event. You are responsible for the cost of the number of RESERVATIONS, not the number who actually attend.			
Food Items and Paper Orders	Before 12:00 Noon Mondays	Phone or in person	Darlene Ginn

- ❖ Kitchen Supplies
Cups, plates, napkins, spoons, knives, forks, tablecloths, coffee, tea, ice

How do I Schedule Retreat Center Facilities?

- ❖ Retreat Center Reservations can be made by directly calling Ron or Jane Skinner at (903) 566-2515.
- ❖ Lake Property Activities
Swimming Volleyball

Boating
Fishing
Cookouts

Horseshoes
Basketball
Overnight Accommodations

How do I Schedule Vans and Trailers?

- ❖ Call the Adult Educational Office (903) 525-3249 to reserve a van or trailer. Pick up keys, forms, etc. as listed below.

Vans & Trailers	When	How	To Whom
Van & Trailer Reservations	1 WEEK before date needed	Van Request Form	Robin Smith (GABC Receptionist)
Changes, Corrections or Cancellations of Van Reservations	48 HOURS before event	Email or Phone	Robin Smith (robin@mail.gabc.org)
Special Van & Trailer Loading Requests	72 HOURS (3 days) Before Need	Email or Memo	Sharon Farris (SharonF@mail.gabc.org)
Missions Ministry “Fun Wagon” (concession stand trailer)	2 WEEKS before date needed	Email or Phone 903-525-1112	Andria Ward (AndriaW@mail.gabc.org)

Where do I call for Child Care Reservation information?

- ❖ (903) 525-1122 for all INFORMATION regarding child care.

Who do I notify at GABC for prayer requests, notification of deaths, or if someone needs a hospital visit?

- ❖ The Forerunner Office (903) 525-1165 or the Pastor's Office (903) 525-1118.

- ❖ Intercessory prayer requests can be left on the Prayer Line at (903) 593-2273.

Who do I contact at GABC for wedding scheduling information?

- ❖ The Scheduling Coordinator (903) 525-1126.

What information do I need to know about the FLC?

The Family Life Center Hours are:

6:30 AM - 9:00 PM on Monday, Tuesday, Thursday and Friday

6:30 AM - 4:45 PM on Wednesday

10:00 AM - 4:00 PM on Saturday

It is open on Sunday for SMBS, RA's and AWANA, but not for much else.

If you want to schedule ANYTHING to happen in the FLC you need to schedule it DURING the FLC hours.

FLC Recreation and Game Room Equipment Available:

volleyballs, nets, standards (indoor and outdoor)

softballs, softball bats

soccer balls

Frisbees

scrimmage vests

roller skating

racquetball

walleyball

pool tables

TVs, VCRs, DVDs

video games

bowling

basketball

volleyball

skating

bumper pool
ping-pong
air hockey
marble football
foosball
bumper puck
fore par
skittles

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