

Praise Report

Following your event, we'd love to hear from you and celebrate what God has done. Please fill out the following information and we'll share it in our next Broadway News publication as well as with our staff and prayer team!

Event details

What, when and where of event

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How many attended event

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How did the event or ministry impact those who attended

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Event objective (invite, nurture or send of the mission of Broadway)

- **Invite:** guests/visitors event (event to invite others to our church)
- **Nurture:** for our congregation (event to celebration/grow our congregation)
- **Send:** Mission or Outreach (event for community or global)

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How did you see God moving in this event?

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Please forward information to Jenny Tagliaboschi by placing this form in her mailbox in the office or by e-mailing her at [jennyt@broadwayunited.org](mailto:jennyt@broadwayunited.org).



# General Guidelines

for

## Staff and Ministry Leaders

PURPOSE	EVENT/MINISTRY	DATE	STRENGTHS	WEAKNESSES	RECOMMENDATION
<b>EXAMPLE:</b>					
Invite	<b>VBS Block Party</b>  Description: Kick off for VBS Invited Neighborhood, had games, food, VBS teachers and children meet	June-01	<ul style="list-style-type: none"> <li>• well executed</li> <li>• reached out to neighborhood</li> <li>• encouraged neighborhood children to participate in VBS and WOW</li> </ul>	<ul style="list-style-type: none"> <li>• dependent on weather</li> <li>• need more space in FH</li> <li>• need more hosts to direct people to line up to eat</li> <li>• food tables in back of FH to allow more room to line up to eat</li> </ul>	<ul style="list-style-type: none"> <li>• successful; do again</li> <li>• #NAME?</li> </ul>
Nurture	<b>Class Night</b>				
		Oct-07	<ul style="list-style-type: none"> <li>• Good attendance, well executed</li> <li>• staggering meal times worked well</li> <li>• worked well having on one night</li> </ul>	<ul style="list-style-type: none"> <li>• materials--some had wrong dates</li> <li>• food--have caffeine-free diet drinks</li> <li>• fat foods</li> </ul>	<ul style="list-style-type: none"> <li>• announcement for sack lunches for children,</li> <li>• clarify check-in for children, list of children's names ages to Mary</li> <li>• redesign registration form--include children's names, ages;</li> <li>• check to see that high chairs are in nursery</li> <li>• check all materials in all curriculums</li> </ul>

**Broadway United Methodist Church  
Request For Check**

Place in your staff liaison's mailbox with receipts attached (for approval and accounting information)

Date \_\_\_\_\_ Date Check Needed \_\_\_\_\_

Pay \$ \_\_\_\_\_ (Note: Staple receipts to back if applicable)

Check Payable to: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Mail check: Yes ( ) No ( ) Deliver to: \_\_\_\_\_

Items Purchased: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department charged to: \_\_\_\_\_

Account charged to: \_\_\_\_\_

Signature of Purchaser: \_\_\_\_\_

Name Printed \_\_\_\_\_

Approved by (if applicable) \_\_\_\_\_

**Broadway United Methodist Church  
General Guidelines for Ministry Event**

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*Dear Ministry Leader,*

*It is our hope that you find this information packet helpful and useful in finding the tools you need to have a successful event. Included in this packet are all of the forms, instructions and where to find most of the tools you will need for your event or ministry. If you have any additional needs that are not answered in this packet, please see the staff liaison you are working with to find out what to do and further direction specific to your ministry event needs. The staff at Broadway is here to help you in any way possible to live out the vision God has placed in your heart*

*Serving Him Together,*

*The Staff at Broadway United Methodist Church*

## Before you begin...

We're excited about the ministry event or ministry you have decided to lead at Broadway United Methodist Church! As with any event there is preparation before the event and details that need to be addressed. In this section you will find the information on how to get started.

### 1. Pray

Before any plans are made, we're sure you've prayed about and for the ministry/event you are about to lead. To make it official, please fill out the \*Prayer Request form. Once you have submitted the prayer request form to our prayer team, your ministry will be prayed for before the event ever takes place. Each month a prayer letter is sent out to our prayer team with specific prayer requests for our ministries. If your ministry will be ongoing, please submit these prayer requests to our team on or before the last day of the prior month for your request to be included in the next month's prayer letter.

\*(Any forms mentioned in this packet are located in the church office and also available online at our website: [www.broadwayunited.org](http://www.broadwayunited.org). The forms included in this packet are SAMPLE forms only.)

### 2. Staff List

Included in this packet is a current list of our staff and the area of ministry they are responsible for at Broadway. This includes email address, phone extensions as well as an overview of their job description.

### 3. Consider the following needs your event/ministry may have:

- **Building Usage**
- **Childcare**
- **Technical Support**
- **Promotion of Event**
- **Volunteers – Event/Administrative Support**
- **Food**
- **Budget**

Most ministries/events have these common needs; however, your ministry/event may have other needs not mentioned. If you do, please contact your staff liaison to get direction. These common needs are addressed in the next section, *Before your event*.

## Common Kitchen/Food Needs

### Paper Products

Plates  
Cups  
Forks  
Napkins

### Basic Food

Catered meal or prepared on site  
Appetizers  
Main Meal  
Dessert  
Drinks – Coffee, Tea, Lemonade, etc...  
Condiments

### Table Needs

Table Cloths  
Linen Napkins  
Table decorations

### Serving Needs

Utensils  
Serving dishes

### Logistics

Arrangement of tables/chairs  
Serving line set up  
Drink set up  
General Decorations  
Ice Machine – slow at making ice if having a large group for a meal

**These are basic needs that most meals will need considering.  
Please discuss your meal in advance with your staff liaison.**



Volunteer Request Form

**Technical Support**

Most ministries today have technical needs such as microphones, power point presentations, projectors, music, sound, video, etc... In order to meet the many demands of our church, it is imperative that you fill out the \*‘‘Technical Request Form’’ at least four weeks prior to the event – if your event is larger or is going to be an ‘‘ongoing’’ ministry, even more notice may be required.

\*(Any forms mentioned in this packet are located in the church office and also available online at our website: [www.broadwayunited.org](http://www.broadwayunited.org) . The forms included in this packet are SAMPLE forms only.)

**Promotion of Event**

We have many ways to help you promote your event or ministry. The following are possible means of promoting your event that you can consider.

- Sunday Bulletin • Newsletter • Posters • Website
- Special Invitation – letters, postcards, etc...

If you would like to use the bulletin and/or newsletter to promote your event/ministry, please fill out the \*‘‘Bulletin/Newsletter Form’’ and adhere to the deadlines noted on the form. If you would like to use posters, the website or do a special invitation, please see the Connections Minister. We will work with you on creative ways to promote your ministry/event so that your ministry/event is a success.

\* (Any forms mentioned in this packet are located in the church office and also available online at our website: [www.broadwayunited.org](http://www.broadwayunited.org) . The forms included in this packet are SAMPLE forms only.)

**Volunteers**

God has blessed us with many willing servants at Broadway! As we have grown larger, the need for support for our ministries has become even more apparent. We have various ways our ministry assistants and volunteers can support your ministry/event. If you would like to utilize volunteers, please contact the Connections Minister. There are two ways our volunteers can support your ministry. You can choose to use both or one of these ways. First is event support – at your event you may need greeters, set up/tear down crews, clean up crews, etc... Secondly is our administrative support. We have volunteers who come in on weekly basis and will perform a variety of office type tasks such as copying, cutting out items, labeling, etc... We also have an office in the church just for you – Volunteer Central. Volunteer Central is located in the main hallway in Room 107. Inside Volunteer Central, you will

Staff/Ministry Leader \_\_\_\_\_

Phone or extension \_\_\_\_\_ Date Needed \_\_\_\_\_

Description of request  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

File Name/Location	# of Copies	Ministry Codes	Paper Type
<input type="checkbox"/> Duplex <input type="checkbox"/> Corner Staple <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Booklet <input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Other (Please Specify)			
<input type="checkbox"/> Duplex <input type="checkbox"/> Corner Staple <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Booklet <input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Other (Please Specify)			
<input type="checkbox"/> Duplex <input type="checkbox"/> Corner Staple <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Booklet <input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Other (Please Specify)			
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<input type="checkbox"/> Duplex <input type="checkbox"/> Corner Staple <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Booklet <input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Other (Please Specify)			

Instructions for volunteer on where to leave printed materials, etc... when request is completed

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request Completed by and date \_\_\_\_\_

To: All Staff/Ministry Leaders  
From: Cindy Hughes, Connections Minister  
RE: Volunteer Support Requests

As we go forward with utilizing volunteers at Broadway, we need to put some parameters around the requests we ask the volunteers to fulfill. The following guidelines are to ensure that there is an understanding of how to get more accomplished by volunteers. I will be the liaison but will not be responsible for doing the work if there is not a volunteer available to do the request. I want to assure you that I will work diligently to get your requests processed by volunteers but as we develop this opportunity we may have some glitches that we need to work out. Be patient and please communicate any ideas or suggestions to me.

The following are general guidelines to ensure we have volunteers here to facilitate the requests in addition to having requests for the volunteers when they get here.

- One week notice for requests fewer than 100 copies
- Two weeks notice for requests more than 100 copies

All requests need to go through my office so we do not have any communication issues. I plan work for the volunteers that I know are coming and if someone approaches them to do something different and I am not aware of it, I will have other work assignments for them not knowing you have asked them to do something.

Fill out request form completely in case there are any questions by the volunteer fulfilling the request

If you have any specific paper needs, folding, hole punching, etc... needs, be sure to put that on the form.

The goal is for us to be able to give specific instructions to the volunteer so as to not need anyone there to instruct them.

Please prayerfully consider where you can utilize the volunteers God is blessing us with at Broadway! Thank you for all you do and it is my pleasure to be "Serving Him Together" with you.

Thank you for your cooperation in this as we go forward with utilizing our volunteers and helping to connect our congregation to...God, the Church and Others!!

#### **Volunteers (continued)**

find 2 computers, a color copier, laminator, die cut center, 100+ sheet paper cutter and much more. If you would like a tour of Volunteer Central, please contact the Connections Minister to set up a time to see it and learn how to use it to grow your ministry/event! If you are already familiar with Volunteer Central, there are two forms you can use to let us know how we can help you. Please follow the volunteer guidelines included in this packet so that we have time to assist you with your event!

\*(Any forms mentioned in this packet are located in the church office and also available online at our website: [www.broadwayunited.org](http://www.broadwayunited.org) . The forms included in this packet are SAMPLE forms only.)

#### **Budget**

Most events have needs for purchases to be made for the ministry/event. Please see your staff liaison or the Executive Minister for the approval of any money spent for your ministry/event. Once the approval has been given, please use the "Request for Check Form" and attach the receipts for purchases. Once it is filled out, please leave in the Minister of Finance's Mailbox for reimbursement.

\*(Any forms mentioned in this packet are located in the church office and also available online at our website: [www.broadwayunited.org](http://www.broadwayunited.org) . The forms included in this packet are SAMPLE forms only.)

#### **Food**

If the event you are planning will include food, please consult with your staff liaison on how to plan this and the resources that are available for you to use. We have put together a \*list of commonly used items if a meal will be provided at your event/meeting. Please look over it and check in the kitchen to see if we already have on hand what you might need. The rule of the kitchen is, if it's not labeled with a groups name on it, anyone can use. There are labels in the kitchen for you to use to tag your items regardless of who purchased it. Again, your staff liaison can help you with this.

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BROADWAY UNITED METHODIST CHURCH  
Childcare Timesheet  
Place in your staff liaison's mailbox

Name: \_\_\_\_\_ to \_\_\_\_\_  
Pay Period \_\_\_\_\_ to \_\_\_\_\_  
Soc. Sec. No. \_\_\_\_\_

Sunday Nursery Duty	Flat Fee \$	Start Time	Stop Time	Total Hours	X Rate/Hr	Total Amount	Approved By
Date						Total \$	Approved By
						Total \$	
Miscellaneous Childcare						Total Amount	Approved By
Date						GRAND TOTAL \$	

Signature \_\_\_\_\_

# Broadway Staff

**MINISTRY STAFF**

**Rick Bard, Senior Pastor**  
**Sonja Blatchford, Executive Minister**  
 EXT. 103 E-Mail: sbatchford@broadwayunited.org  
 Staff Management, Development/Coordination of General Ministry  
**Cindy Hughes, Connections Minister**  
 EXT. 102 E-Mail: chughes@broadwayunited.org  
 Volunteer Development/ Support, Connection of New Members  
**Ben Kickert, Greenwood Campus Minister**  
 EXT. 122 E-Mail: bkickert@broadwayunited.org  
 Oversee the multi-site initiative at the Greenwood Campus.  
**Jason Brown, Youth Minister**  
 Oversee and Organize the youth ministries & events.  
**Julie Hilbert, Minister of Congregational Care**  
 EXT.114 E-Mail: jhilbert@broadwayunited.org  
 Congregational Care, Broadway Babies, Bereavement Ministry, Transportation Ministry  
**Larry Sensing, Pastoral Care Assistant**  
 EXT. 109 E-Mail: lsensing@broadwayunited.org  
 Celebrate Recovery Ministry and Stephen Ministry  
**Donna Beane, Director of Children's Ministries**  
 EXT. 112 E-Mail: dbeane@broadwayunited.org  
**Joe Patterson, Kit's Zone Team Coord.**  
 EXT. 111 E-Mail: jpatterson@broadwayunited.org  
**Amy Bright, Tonya Simpson, Kim Dobler, Kids Zone Team**  
 Email: kidszone@broadwayunited.org  
 Sunday Morning/Wednesday Nite Programming/Special Events

**Early Learning Center**  
**Debbie Bard, Interim ELC Coordinator**  
 EXT.117 E-Mail: elc@broadwayunited.org

**General Church Information**  
 1323 Melrose Street  
 Bowling Green, KY 42104  
 Phone: 270-843-3942  
 Fax: 270-843-9063  
 Email: info@broadwayunited.org  
[www.broadwayunited.org](http://www.broadwayunited.org)

**WORSHIP STAFF**

**Louis Tagliaboschi, Minister of Contemporary Worship**  
 EXT.113 E-Mail: louist@broadwayunited.org  
 Leader of Worship Design Team, Contemporary Worship Leader  
**Rob Paugh, Interim Minister of Traditional Worship**  
 EXT. 120 E-Mail: rpaugh@broadwayunited.org  
 8:15 and 11:00 Interim Traditions Worship Leader  
**Kevin Bailey, Organist**

**SUPPORT STAFF**

**Jim Blatchford, Minister of Finance**  
 EXT.110 E-Mail: jblatchford@broadwayunited.org  
 Treasurer/Facilities  
**Mary Ann Barnes, Financial Secretary/Ministry Assistant**  
 EXT.105 E-Mail: mbarnes@broadwayunited.org  
 Processes Contributions, Office Assistant  
**Debby Cassetty, Ministerial Assistant**  
 EXT.118 E-Mail: dcassetty@broadwayunited.org  
 Weekly bulletin, General Office Duties  
**Linda Stauffer, Ministerial Assistant**  
 EXT. 100 E-Mail: lstauffer@broadwayunited.org  
 General Office Duties, Scheduling Facility  
**Jennifer Tagliaboschi, Ministerial Assistant**  
 EXT. 106 E-Mail: jennyt@broadwayunited.org  
 Assist with publications and communications  
**Scott Hughes, Multi Media Minister**  
 E-Mail: shughes@broadwayunited.org  
 Tech Teams

**FACILITIES TEAM**

**Charles Carver                      John Beard**  
**John Schrock**

Prayer requests: prayer@broadwayunited.org



1323 Melrose Street Bowling Green, Kentucky 42104  
 Phone: (270) 843-3942 Fax: (270) 843-9063  
 www.broadwayunited.org

Form SS-10b

## Kid's Zone Ouch Report

### Member Reservation Request Form

Note: This form is a "request." An event will not be given final approval for scheduling until the MAC Director processes a Reservation Approval Form. A final approval form will be sent to the ministry or activity "Contact Person's" address not before 45 days before the scheduled event.

Member/Ministry Name(s): \_\_\_\_\_

Designated Contact Person(s) for Activity: \_\_\_\_\_

NAME(S) \_\_\_\_\_ PHONE(S) \_\_\_\_\_  
 Requested Activity Date(s) and Time(s): (Start and End) \_\_\_\_\_

### Circle Area(s), Item(s) Requested:

Sanctuary Welcome Center Classroom (Number) \_\_\_\_\_  
 Ministry and Activity Center Cup of Hope Café Atrium  
 Kitchen Area Conference Room Van  
 Detailed Activity Plan (with estimated # of people attending): \_\_\_\_\_

### Equipment and Furnishings requested:

\_\_\_\_ Chairs (#\_\_\_\_) \_\_\_\_ Tables (# \_\_\_\_ round, # \_\_\_\_ long)  
 \_\_\_\_ Other (please specify): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By submitting this form and gaining approval for this requested activity, you assume responsibility and will hold Broadway United Methodist Church harmless for any personal injury, theft, or property damage that may occur during and/or is in any way related to your requested event.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_  
 Received by \_\_\_\_\_ Date \_\_\_\_\_  
 Approved and Confirmed by \_\_\_\_\_ Date \_\_\_\_\_

9/2004

Date \_\_\_\_\_ Time \_\_\_\_\_

Child's Name \_\_\_\_\_

Room # \_\_\_\_\_

This is what happened: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Here's how we treated it: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Kid's Zone Ouch Report

- We feel your child is ok.
- Your child was seen by \_\_\_\_\_.
- Further medical attention is advised

Leader's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Staff Signature: \_\_\_\_\_





1323 Melrose Street Bowling Green, Kentucky 42104  
Phone: (270) 843-3942 Fax: (270) 843-9063  
www.broadwayunited.org

**Staff Area Usage Request/Notification**

**Note: This form is a "request." Present your request to the MAC Director. Response by phone will be given within 24-48 hours. This form can be attained on the Broadway Web Site and in the Church office. An event will not be given final approval for scheduling until the MAC Director processes this Reservation Approval Form.**

Staff Person: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date(s) and Time(s): (Start and End) \_\_\_\_\_

Will you need repeating dates? If so, when \_\_\_\_\_

**Circle Area(s), Item(s) Requested:**

Sanctuary Welcome Center Classroom (Number) \_\_\_\_\_  
Ministry and Activity Center Cup of Hope Café Atrium  
Kitchen Area Conference Room Van

**Equipment Needs and Configuration Plan:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please draw any specific needs below:**

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_  
Received and confirmed by \_\_\_\_\_ Date \_\_\_\_\_

9/2004

**Childcare Provider Request/Authorization Form**

This form is to be used any time childcare is provided for group meetings or any other event of the church that does not involve our Kid's Zone Ministry or our Early Learning Center. Prior to any group providing childcare, this form should be filled out and is to be approved by Joe Patterson before your meeting or event.

**BEFORE MEETING/EVENT**

Group Name \_\_\_\_\_ Group Leader \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Childcare Provider Names  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate number of children to be supervised \_\_\_\_\_

Breakdown of ages of children  
\_\_\_\_ Nursery  
\_\_\_\_ Toddlers  
\_\_\_\_ 3 to 4 year olds  
\_\_\_\_ Kindergarten to 5<sup>th</sup> grade

Rooms assigned for meeting/event  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_