

# Tips for Officers and Group Leaders for 2024-2025

## Deadlines

- The Anchor - **10th business day of the month preceding publication** unless otherwise noted (no August issue). Material should be emailed to Malinda Johnson: MalindaJ@hohchurch.org or David Goudzwaard-Vaught: DavidGV@hohchurch.org, who will forward your info.
- Sunday bulletin - **10 days preceding publication**. Material should be emailed to DavidGV@hohchurch.org. (Some varying deadlines for special liturgies and holiday schedules.)
- Mailings go through Mark Schwister, (651) 227-6311, allow ample time for mailings: 5 working days for any church mailing.
- The HOH Enews is the weekly newsletter. If you have material you wish to include, please submit it by noon on Monday to Malinda Johnson: MalindaJ@hohchurch.org.
- To subscribe to the HOH Enews, contact MarkS@hohchurch.org.

**When is the next meeting? Please contact your committee chair.** We try to keep to keep the schedule for committee and board meetings and other events updated on the website events calendar as we are able. It is the committee chair's responsibility to send meeting notices to its members, and notify David G.V. with set up needs to be placed on the church calendar. Please note: if meeting notices are last minute, it may not appear on the website calendar in time.

## Committee chairs and leaders:

- Meetings/Room scheduling, set-ups through David Goudzwaard-Vaught, DavidGV@hohchurch.org.
- Except for the big three (Session, Deacons, and Trustees) Committee meeting notices are sent out electronically via email by committee chairs.
- Committee meetings can be scheduled during regular office hours. (See "Office Hours" on the next page.) Scheduling a meeting after business hours may require a door code to enter.
- To request a door code for access to the building when the building/office is closed, please contact David Goudzwaard-Vaught. Check with your committee's primary staff person before scheduling a meeting.
- Each committee has a mailbox. Be sure to check your committee's mailbox in the main office for correspondence or other information that may need your attention.
- For copying and mailroom assistance: Call the church office, 651-227-6311.
- Please turn lights off and leave the room as it was when you came in.
- No propping doors open at any time.

**The building is alarmed from 11 p.m. to 7 a.m.** All persons must be out of the building by 10:30 p.m. unless special arrangements have been made with Facilities Manager Rodney Beach.

## Website: [www.hohchurch.org](http://www.hohchurch.org)

- Postings/changes/corrections/suggestions to the website may be made through Malinda Johnson or Michelle Freyholtz.

**Budget, finance, contributions, stewardship administration:** Michelle Freyholtz, Director of Administration, (651) 223-7556, MichelleF@hohchurch.org.

**Accounts payable, approved check requests:** Finance Manager, Mike Gibson (651) 223-7555, MikeG@hohchurch.org

- The deadline for submitting approved check requests and invoices is Monday morning by 9 a.m. each week.
- Please allow 5 working days for processing checks.
- Two signatures are required on checks over \$500, so extra time may be needed to contact a second authorized signer.

**For building emergencies after hours:**

Call Rodney Beach, Facility Manager, (651) 621-4184 (cell) or Michelle Freyholtz, Director of Administration, (763) 434-3504 (cell) or (612) 644-3504 (home).

**CURRENT BUILDING/OFFICE HOURS**

Monday:	9:00 a.m. – 5:00 p.m.
Tuesday:	9:00 a.m. – 5:00 p.m.
Wednesday:	9:00 a.m. – 5:00 p.m.
Thursday:	9:00 a.m. – 5:00 p.m.
Friday:	9:00 a.m. – 1:00 p.m.
Saturday:	CLOSED
Sunday:	No Office Attendant