

THINGS YOU SHOULD KNOW

+Room Reservations—contact Amy Skursky (office@wpumc.org or 467-9394).

Email is the preferable method for requests.

PLEASE NOTE: Make room reservations ahead of time even if you only need the space for a short amount of time.

You should include in your request the amount of time needed prior to your event for set up and after the event for clean up if necessary.

Also, include in your request any needs for tables.

Do not assume that a room is available just because no one is using it when you walk in. It may be set up for a group later in the day.

Church keys/room keys may be obtained from the church office through a sign-out/sign-in process during regular office hours 8am-5pm Monday-Thursday, 8am-3:30pm on Fridays.

+Equipment Use—contact Lorrinda Janik (adults@wpumc.org or 467-9394) for television, vcr, dvd player, flip chart, etc. needs.

PLEASE NOTE: Not all classrooms have permanent TVs. Do not move or remove a mobile TV unit from a room. If it's there, it's there for a reason.

+Bulletin Announcements-contact Amy Skursky (office@wpumc.org or 467-9394).

Email is the preferable method. The deadline for Sunday bulletins is Wednesday at noon.

PLEASE NOTE: Bulletin announcements must be short in length and may be edited for length and content as necessary.

+Announcements during Sunday morning worship-contact the pastors (srpastor@wpumc.org; ascpastor@wpumc.org or 467-9394) by THURSDAY at noon each week. Email is the preferable method so that you can write the announcement as you would like it presented.

PLEASE NOTE: There are some Sundays because of the church calendar, special services, baptisms, new members, etc. that the time for announcements may be very limited, if available at all.

Written announcements handed to the pastors on Sunday morning are NOT helpful and may be easily overlooked. Please plan ahead of time.

+Newsletter Articles- contact Amy Skursky (office@wpumc.org or 467-9394). Email is the preferable method. The deadline for newsletters is Tuesday at noon every other week.

PLEASE NOTE: You may find the calendar date deadline for each newsletter on the previous newsletter (which is also online at www.wpumc.org).

Articles may be edited for length and content as necessary.

+Church Wide Email-contact Pastor Kelly Lyn (ascpastor@wpumc.org) or Amy Skursky (office@wpumc.org) with notifications, requests or announcements to be sent to the church email list.

PLEASE NOTE: These emails may be edited for content.

+Making Copies -contact Janice Holliday/Lois Smit (info@wpumc.org or 467-9394). Please make arrangements with the office ahead of time if you need copies to be made or need use of the copy room.

PLEASE NOTE: The copier/copy room is not available at all times because of newsletter, mailing or bulletin processing.

+Prayer Requests-contact Janice Holliday/Lois Smit (info@wpumc.org or 467-9394). For emergent needs and hospital admissions, please call so that the pastors may be notified immediately. Prayer Partners (our prayer chain) are contacted by email.

PLEASE NOTE: As the status of your family members/loved ones change, please notify the office with any updates as soon as possible.

+Change of Personal Contact Information- contact Janice Holliday/Lois Smit (info@wpumc.org or 467-9394). Please notify the church office of any change of address, email or phone number.