

HOW, WHO, AND WHEN TO ASK ABOUT WHAT

How to schedule an activity, event, or meeting

All form links in this document can be found on the First Church members area webpage:

<https://firstchurchseattle.org/members> ([Members Area - First Church Seattle](#))

- **How?**
 - If you do not yet have a login for the church's online Breeze system, or can't remember if you do, or you no longer have your log-in information, complete this Breeze Account Access Request Form:
<https://firstchurchseattle.breezechms.com/form/5591b8>
 - Check Breeze calendar to see if there are meetings or events scheduled.
 - Complete event form - <https://firstchurchseattle.breezechms.com/form/event-request> - after you make sure there are no calendar conflicts.
Note: On the form, note if you will need a Zoom link or AV support.
 - Check to see if the meeting or event gets listed on the Breeze calendar.
- **Who?** If you have questions, ask Gina or the pastor assigned as staff liaison for your committee or group. (See later in this document for a committee/group list and which pastor is liaison for each.) Email Pastor Wongee at wongee@firstchurchseattle.org and/or Pastor Jackie at jackie@firstchurchseattle.org.
- **When?** As early as possible in your planning.

If you need to cancel a scheduled event, you **must** inform Pastor Wongee, Pastor Jackie, Gina, **and** Melinda because each handles different tasks to inform all staff who must be notified. If food service was planned for your event, also inform Duuna directly.

Note: Email addresses for Duuna, Gina, and Melinda are included below.

- **Other tools available to help:**
 - AV instructions for Fellowship Hall (*printed copies available in AV room*)
 - [Appendix-B-Speaker Info Guidelines First Church Seattle.pdf](#)
 - [Appendix-C-Event-planning-template-internal-and-external-audiences.pdf](#)

Communications: E-news, Sunday morning announcement, bulletin

- **How?** Complete online news/publicity form to request promotion in the e-newsletter, Sunday bulletin, etc.: <https://firstchurchseattle.breezechms.com/form/event-request54>
- **Who?** Gina Rosario, director of communications, will assist with promotion. Email: gina@firstchurchseattle.org. (Copy Pastor Jackie, Gina's supervisor.)
- **When?** Sunday morning bulletin announcements are **due by noon on Wednesdays**. E-news articles or announcements are **due by noon on Thursdays**.
- **For Sunday service announcements:** By the Wednesday before the Sunday you want an announcement, email Pastor Jackie at jackie@firstchurchseattle.org. A slide will be made for your announcement unless requested otherwise or unless the request is late.

Finances

Payment requests (Note: Payment will take at least two weeks.)

- **How and who?** Fill out a **Payment Request form** to request reimbursement for an approved expense, payment to an approved vendor, or honorarium for a speaker. A PDF form is available on the [members area webpage](#). To find the form, scroll down to and select “Documents.” Email the filled-out form to our Accounting team (Chun Yang, bookkeeper, and Melinda Waggoner, director of operations) at payables@firstchurchseattle.org. If you need the Word version of the form, email payables@firstchurchseattle.org.

Budget questions

- **How and who?** Email Melinda Waggoner, director of operations, at melinda@FirstChurchSeattle.org. Or call 206-622-7278, ext. 101 during Melinda’s work hours (M-W 8:30 am - 3:30 pm | Th by appt only).

Food services for a meeting or event

- **How?** Request food services in the event form which you will use to schedule your event or meeting. A separate form does not need to be filled out to request food.
- **Who?** For follow-up questions and coordination, discuss directly with Duuna Evans, food services coordinator. Email: duuna@firstchurchseattle.org.
- **When?** As early as possible in your planning.

Committee or group

Administration (SPRC, Finance, Trustees)
Adult Spirituality
Children and Youth
Church Council
Church & Society/Social Justice
Climate Justice
Community Connections
Global and local missions
Urban Outreach/Shared Breakfast
Worship/Sacred Experiences

Pastor liaison

Wongee Joh
Wongee Joh/Jackie Celin
Jackie Celin
Wongee Joh
Jackie Celin
Jackie Celin
Wongee Joh/Jackie Celin
Jackie Celin
Jackie Celin
Wongee Joh

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