“THE ROPES”

At New Life Pismo

"Knowing the ropes" is an idiom believed to have originated from a sailor's ability to effectively utilize the rigging system of a vessel. Some say the idiom came from the theater where ropes are used to raise curtains and scenery. In any case, "knowing the ropes" means knowing how things work—the system, so to speak. This document is designed to help you know how things work here at New Life.

2011-10-25 rev

FACILITIES & EQUIPMENT

Reference documents are available for download at www.newlifepismo.com. Go to Resources> Documents.
(a) Church Calendar System, (b) Publicizing an event at New Life, (c) Scheduling events and facilities

WHAT	WHEN	HOW	WHO
Campus facility	At least two weeks prior to event	Facilities are secured through our CCB computer system as part of scheduling an event for a group.	
Changes in facility reservations	At least one week prior to the event	Revise the original CCB reservation.	
Technical services	At least two weeks prior to event	Technicians are scheduled through the "Equipment" section of CCB.	Scott Spierling 489-3254 x303
Lobby table	At least one week prior to weekend	Sign up on the board in the Mother's Room.	Nancy Imwold 489-3254 x213
Campus facility use by outside organization	At least two weeks prior to event	Contact the Business Manager.	Cathy Killian 489-3254 x209
Church kitchen		Attached to an event in CCB.	
Off-campus event	At least two weeks prior to event	Scheduled through CCB. Use the group "Outside Groups" for groups not in CCB.	
Vehicles	At least two weeks prior to event	Vehicles are scheduled through the "Equipment" section of CCB.	Mark DiResto 489-3254 x214
Equipment	At least two weeks prior to event	Equipment is scheduled through the "Equipment" section of CCB.	Art Pasion 489-3254 x211

MEDIA & RESOURCES

Reference documents are available for download at www.newlifepismo.com. Go to Resources> Forms
(a) Media Order Form

WHAT	WHEN	HOW	WHO
Library resources	Library hours: Sunday: before/after services Monday: 10 am to noon Wednesday: 10 am to noon Friday: before/after 1st Friday Saturday: before/after service	Secure a library card for electronic checkout through the library station in the church lobby.	Kathy Nienhouse 931-0755
Sermon CD or DVD	Any time	Order through the Media Center in the church lobby after worship services. Use the Media Order Form.	Media Center

COMMUNICATION & PUBLICATION			
Reference documents are available for download at www.newlifepismo.com. Go to Resources> Documents *(a) Worship Service announcement policy*			
WHAT	**WHEN**	**HOW**	**WHO**
Sunday bulletin	Tuesday two weeks before the weekend publication date	Submit via the web at: touchpointmarketinginc.com/nlc	Nancy Imwold 489-3254 x213
Pulpit and video announcements	Submit specific info by 9:00 am two (2) Wednesdays prior to the weekend service—special video promos, three (3) weeks prior. Submission does not guarantee announcement. We limit to four announcements each weekend.	Submit via email to: dkrovious@newlifepismo.com	Debbie Krovious 489-3254 x300
Photography	Submit request two (2) weeks before scheduled event	Submit complete details via email to dkrovious@newlifepismo.com	Debbie Krovious 489-3254 x300
Worship Center pre-service and Lobby video displays	Any time	Submit via email to: nipomochristian@gmail.com	Craig Scheirman 929-4596
Lobby Tables	Two weeks prior to use	Sign up on the board in the Mothers' Room just off of the lobby.	Nancy Imwold 489-3254 x213
Web page updates	Any time	Submit via email to: dvasquez@newlifepismo.com	
Promotional piece for an event	Church-wide, at least four weeks in advance. Departmental, at least two weeks in advance	For church-wide, contact Touchpoint Marketing. For departmental, contact the department admin. assistant.	
Bulk mailing	Due at least one day in advance. Post Office only accepts bulk mailings between 12:00 noon and 2:00 pm	Must be approved in advance by the Office Manger.	Nancy Imwold 489-3254 x213
Copies: Document duplication	Printing is done on Wednesdays and Fridays	Submit camera-ready documents with instructions.	Nancy Imwold 489-3254 x213

CHILDREN'S MINISTRY			
WHAT	**WHEN**	**HOW**	**WHO**
Child care for an event	At least two weeks before the event	Contact the Children's Ministry Office	Laurie Knotts 489-3254 x600
Child dedication	Scheduled in worship services about four times a year	Contact the Children's Ministry Office	Laurie Knotts 489-3254 x600

FINANCIAL SERVICES			
Reference documents are available for download at www.newlifepismo.com. Go to Resources> Forms: (a) Purchase Order Request (POR), (b) Request for Payment Form (RFP)			
WHAT	**WHEN**	**HOW**	**WHO**
Purchase order (required for purchases over $500)	Any time	Submit **POR** (Purchase Order Request form) to the Business Office.	Cathy Killian 489-3254 x209
Check request	Any time	Submit **RFP** (Request for Payment form) to the Business Office. Check run is on Wednesday.	Cathy Killian 489-3254 x209
Contract approval	One month prior to the event	Submit a copy of the contract.	Marc McAlpine 489-3254 x203

PASTORAL CARE, COUNSELING, WEDDINGS, FUNERALS			
Reference documents are available for download at www.newlifepismo.com. Go to Resources> Documents (a) New Life Spectrum of Care			
WHAT	**WHEN**	**HOW**	**WHO**
Counseling	Any time (Closed Friday)	Call the Care Center	Merrie Biddison 489-3254 x500
Benevolence: Financial Assistance	Any time	Call the Care Center	Merrie Biddison 489-3254 x500
Hospital visits	Any time	Call the Care Center	Merrie Biddison 489-3254 x500
Shut-in visits	Any time	Call the Care Center	Merrie Biddison 489-3254 x500
Weddings	Any time	Call the Care Center	Merrie Biddison 489-3254 x500
Funerals	Any time	Call the Care Center	Merrie Biddison 489-3254 x500
After hours emergencies	Any time	Call the emergency line	489-3254 x711

GENERAL CONTACT INFORMATION			
WHAT	**DIRECTOR**	**ADMIN ASST**	**PHONE**
Children's Ministry	Steve Tullis stullis@newlifepismo.com	Laurie Knotts lknotts@newlifepismo.com	489-3254 x600
Student Ministry	Doug Smith dsmith@newlifepismo.com	Megan McAlpine memcalpine@newlifepismo.com	489-3254 x400
Adult Ministry	Dixon Smith dixon@newlifepismo.com	Patti Hopkins phopkins@newlifepismo.com	489-3254 x205
Care Center	Vince Maloney vmaloney@newlifepismo.com	Merrie Biddison mbiddison@newlifepismo.com	489-3254 x500
Worship Arts	Kevin Ross kross@newlifepismo.com	Debbie Krovious dkrovious@newlifepismo.com	489-3254 x300
Ministry Resources	Marc McAlpine mmcalpine@newlifepismo.com		489-3254 x203
Executive Pastor	Dave Vasquez dvasquez@newlifepismo.com	Nancy Imwold nimwold@newlifepismo.com	489-3254 x213
Senior Pastor	Ron Salsbury rsalsbury@newlifepismo.com	Nancy Imwold nimwold@newlifepismo.com	489-3254 x213
Preschool	Traci Bognuda tbognuda@newlifepismo.com		489-3575 x605