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MANCHESTER UNITED METHODIST CHURCH

NOTES FROM THE CHURCH OFFICE



SHERRI ESTES

Office

Manager

636-200-4723

sherri.estes@
manchesterumc.org

HOURS THE BUILDING IS OPEN

Monday through Friday: 8:00a to 8:00p

(All events must conclude by 8:00p to ensure building lock-up by 9p)

Saturday: 8:00a to 6:00p

Sunday: 6:30a to 8:00p

The building will close early at times due to inclement weather and/or if there are no events scheduled.

HOURS THE CHURCH OFFICE IS OPEN

Monday through Friday, 9:00a to 5:00p

Sunday: 8:00a to Noon (volunteer receptionist on duty)

ROOM RESERVATIONS

There are no carry-over events from year to year. *All events* (including annual events) must be officially rescheduled for each new year. Be sure to complete the Room Setup Form online at: manchesterumc.org/room-request.

BUS RESERVATIONS

We have two busses and one mini-bus for ministry use.

*2006 Bus: 20 passengers plus a driver and co-pilot (has a back luggage area)

*2003 Bus: 25 passengers plus a driver

2012 Bus: 13 passengers, driver and co-pilot (has a small luggage compartment)

*To drive the two larger busses, one must have a CDL license. The mini-bus does not require a CDL license. All drivers must present a copy of their valid driver's license to Sherri Estes.

The vehicles may be used for church ministry activities only.

Make bus requests for any of the vehicles through Sherri Estes.

CUSTODIANS

Our custodians are here 7 days a week. Their hours vary so if you find that you are here in need of a custodian, you can go to any phone, hit the "Page" button, and ask a custodian to come to whatever room you need them. They might not respond right away as they could be working in an area where it is difficult to hear a page.