

Ministry Leader How to Guide

Starting a Ministry

- ☐ Anyone who is interested in starting and leading a ministry is to first meet with the Parish Life Director (Deacon Mike) with details of the ministry. He will then share that information with the Pastor and others before a final decision is made. Pastor approval must be received before a ministry can begin.

Schedule a Meeting Room

- ☐ To schedule a meeting space, contact Carrie at the office 813-968-1077 or carrie.rush@sainttims.org. Meetings are scheduled on a first come, first served basis, and should not be communicated until you receive confirmation of date & time from Carrie.

Checking the Church Calendar

- ☐ To look at the schedule of events at the church and to verify that your meeting is scheduled, please check our website <https://sainttims.org/calendar/>.

Budgets

- ☐ For ministries with an allocated budget, leaders will be notified at the beginning of the year if they are required to submit budget information and when that information is due for the next fiscal year (July 1 – June 30). Info will be due to the office for review during the month of February.
- ☐ If a ministry does not have an approved budget, they are responsible for covering their own expenses. The method by which they gather those funds to cover an event is at the discretion of each ministry.

Reimbursement Forms

- ☐ For ministries that have a budget assigned and a reimbursement is required, please complete a Reimbursement Form (Separate document & Adobe Reader is required) and return it with receipts to Donna Jackson, donna.jackson@sainttims.org.
- ☐ You can return the form and receipts to the Parish Office or scan the receipts and send along with the form to the email address noted above.
- ☐ If there is a question as to whether an expense will be reimbursed, please make every attempt to first gain approval for the expenditure, via the Parish Manager, before proceeding.
 - ☐ Exceptions will be discussed on a case-by-case basis.

Facility Use Form

- ☐ Once a meeting space, date & time is confirmed, a Facility Usage Form is required to be completed & returned. For regular meetings where the requirements do not change, one form is good for the entire year (indicate on the form). For meetings that have special requirements, a new form is required for each meeting.

- If a meeting is scheduled and a facility use form is not submitted, the room will be available “as is” and no additional equipment will be available.
- If you are requesting the Parish Hall, please also request the kitchen, even if you do not see a need to use it. It will eliminate any confusion about overbooking a facility.
- Forms may be returned to the front office, Carrie Rush, Donna Jackson or dropped in the black office drop box in the Parish Center lobby. Items are retrieved from the drop box weekly, on Monday morning.
- Please submit the completed form at least 1 week before the date of the event.
- It is the responsibility of the ministry to ensure that any pre-approved signs that have been placed in any location on the campus are removed.

Building Access and Issues During Meetings

- ☐ Scheduled meetings are on the parish calendar and the facility staff is aware of who is expected to be on campus as well as the Facility Usage Form requests.
- ☐ During normal office hours, visitors and groups should enter the Parish Center through the Parish Office.
- ☐ After business hours, the Facility Maintenance team will have access available to the Parish Center.
- ☐ If the building is not accessible or there is an issue during the meeting with A/V equipment, air conditioning, lights, etc., the Facility Team can be reached by calling 813-542-5927.
- ☐ Medical supplies, fire extinguishers, and other health/safety items that may be required during an event, can be found throughout the facility. Please take the time before an event to locate these items within the facility.
- ☐ **It is imperative that building exits are never blocked while the buildings are in use. This includes blockage by signage, tables, chairs, etc. Any door with an EXIT sign above is a designated building exit.**

Technology

- ☐ For meetings requiring technology, we have equipment available that varies by space reserved. Meetings in the hall that require microphone, computer, projector, etc. will require a ministry representative to come into the office for a walk-through/training at least 2 days prior to the event.

Kitchen Supplies & Usage

- ☐ If the kitchen is reserved as part of your scheduled event, there are some minimum requirements to using the space and supplies.
 - Please make sure a ministry representative completes the safe food handling training, available on CMG.
 - If you are handling food at any time, gloves **MUST BE WORN**. This includes preparation, serving, and cleaning up. Failure to do so may result in not being able to serve in the kitchen until the proper gloves are worn.

- ☐ As a note, available kitchen items for your event include water, lemonade, coffee, cups, creamer, sugar, plates, bowls, napkins, and utensils. Anything over and above these items should be provided by the ministry.
- ☐ The kitchen should be left clean, all serving dishes washed & put away, floor swept and any appliances that are used MUST be turned off.

Website, Bulletin & Email Blast Communications

- ☐ Each approved ministry has a page on the sainttims.org website. Please work with Deacon Mike and Carrie to approve and post content and bulletin communications.
- ☐ Requests for bulletin space should be requested at the beginning of the ministry year or as soon as possible based on final arrangements for special meetings, training, retreats, etc.
 - ☐ Any request that requires more than ¼ of a page must be submitted to Carrie at least 2 weeks prior to bulletin date.
 - ☐ All submittals must be editable documents so that any errors/typos may be corrected prior to publication. Microsoft Word or Pages is preferred.
- ☐ Signage on campus property, including in the Narthex, must be approved by Fr. Anthony via Deacon Mike, otherwise it will be removed.
- ☐ Videos and/or PowerPoint presentations on Parish Hall monitors must be reviewed and approved by Deacon Mike. If approved, Deacon Mike will share the information with Carrie who will post accordingly.
 - ☐ If this is needed for a particular meeting, the request should be included on the Facility Usage Form.

Ministry Update Meeting

- ☐ Annually, we will hold a mandatory meeting to update ministries on processes and make sure that the ministry dates are on the schedule and answer any questions.

Ministry Leader Day Gathering

- ☐ Annually, we will hold a ministry meeting, with a guest speaker, to talk about Stewardship Way of Life in your ministry, the Stewardship Renewal, getting and communicating with new members and updating Stewardship Pro.

Parish Retreat

- ☐ Annually, we will hold a Parish-wide Retreat, with a guest speaker, and as a leader in the parish, we will invite you to extend an invitation to members of your ministry. This is a day of retreat to grow in our faith and parish community.

Questions? Please contact Deacon Mike, Director Parish Life Ministries; Carrie Rush, Parish Secretary or Donna Jackson, Parish Manager at 813-968-1077.