**Ministry Leader Packet**

***Updated May 2019***

**Ministry Plan and Budget Proposals**

* Due by September 30 every year
* Please submit a proposed budget and a tentative ministry plan (please submit as many dates as you can)

**Communication**

*Event Requests*

* If you would like to plan an event and/or have something communicated through the church newsletter please complete an event request form. Please submit the event request at least 1 full week in advance (or sooner) for normal events and 1 full month in advance for large events (Serve Dacula, Retreats, events requiring payments, etc.) of the day which you would like to begin promoting the event.
* For further directions and to submit an event request, please go to the link below:
  + <http://www.newbranch.com/event-request-form>

*Weekly Email Newsletter*

* We send out a weekly email newsletter in order to communicate what is going on at the church. Ministries are able to utilize this as a means of promoting their events.
* For most events we will put them in the newsletter anywhere from 1-6 weeks. However, we can put major church events, retreats, events that require a lot of pre-planning, etc. in the newsletter for 8-10 weeks. If there is an event that needs more than 10 weeks of promotion in the newsletter please discuss this with the communication team.

*Sunday Morning Announcements*

* Announcements on Sunday mornings are only a *part* of our communication strategy. Please do not depend solely on the Sunday morning announcements to promote your event. We have a limited time and number of announcements we can do each Sunday.
* In your event request form you will be asked your preference on when your event is announced. Please note we will do our best to accommodate your request, but cannot guarantee we will announce your event each Sunday morning that you request. Generally speaking we will only announce something 2-4 Sundays total.

*Ministry Table on Sunday Mornings*

* If you would like to promote your event, accept sign ups and payments, etc. on a Sunday morning you can do so with our ministry table. You can request to use the ministry table in your event request form.
* Please note that you (or someone you designate) are responsible for setting up and tearing down the table on the Sundays you use it.
* The table can be set up either in the back of the sanctuary or in the foyer.
* Due to limited space we can only allow one ministry to set up a table each Sunday.

**Facility Use**

*Set up and Tear Down*

* Ministries are responsible for setting up, tearing down, and cleaning up for events held at the church building.
* If you need to do set up in advance of your event, please be sure to check the church calendar to ensure set up will not impact other events. If you have further questions about this, please contact Jonathan Mitchell ([jmitchell@newbranch.com](mailto:jmitchell@newbranch.com))
* When tearing down and cleaning up after your event, please be sure to put things back as they were before the event (unless asked to do otherwise).
  + Fellowship Hall: 4 circle tables with 6 chairs around each table towards the kitchen.
  + Sanctuary: If chairs are moved, please be sure to put them back how you found them. Chairs are placed in a specific pattern (chairs with connect card holder on back are the 2nd, 5th, and 8th chair).
* Please note that if your event is on a Saturday mid-afternoon or later (and you plan to use the entire church building) then you will be responsible for cleaning the church building in preparation for Sunday. If your event is on a Saturday mid-afternoon or later and you have a smaller group of people and are using one area of the building (such as prayer meeting, ministry leader meeting, etc.) then please ensure your area is cleaned and ready for Sunday. If you have any questions please ask the deacon who oversees the church cleaning schedule.
* Before leaving the building, please turn all 4 thermostats to 80 in the summer and 60 in the winter. There are 3 thermostats in the Resource Room and 1 thermostat in the Fellowship Hall.

*Security*

* When entering the building please come through the front door and disarm the alarm immediately after entering the building. If you walk through any other door before disarming the alarm system, the alarm will go off.
* In the case that the alarm does go off, please contact Meatloaf Shiflett, Tyler Recker, David Bleth, or Jonathan Mitchell
* Before leaving the building, please ensure all exterior doors are locked.
* When leaving please turn the alarm system back on. After setting the alarm please ensure you and whoever is with you only walks through one of the front doors (otherwise the alarm will go off).
* If you use the key from the key box please be sure to place the key back in there before leaving.
* If you need a security code or access to the key box, please see Meatloaf Shiflett.

*Supplies*

* It is your (or someone you designate) responsibility to ensure the supplies you need for an event are at the church.
* If you notice supplies are low during or after your event, please notify Jonathan Mitchell ([jmitchell@newbranch.com](mailto:jmitchell@newbranch.com)) so we can purchase more supplies for future events.

**Check Request**

* It is your responsibility (or the person needing reimbursement’s responsibility) to complete check requests.
* Further instructions and the check request form can be found at the following link:
  + <http://www.newbranch.com/reimbursement-form>