

1 Cor 12: 4-7 “Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.”

Ministry Teams & Small Groups Tip Sheet

Ministry Teams have the primary focus of accomplishing a goal.

Small Groups have the primary focus of Christian relationship and growth.

Forms to start a new team or group available on the church website under Sign-ups/Forms/Waivers; paper copies in the top right church mailboxes.

Childcare requests for events: contact Director of Children and Family Ministry Kathy Lasley at 793-3933 x207 or klasley@stjohns-springfield.org six weeks in advance with day/time/location and number of kids. There needs to be two care providers present that have had Safeguarding God's Children training. Please let her know if you cancel your event or no longer need childcare.

Communications: Share photos via Google Drive or email with Graphic Designer Amanda Lawler at photos@stjohns-springfield.org. When sending choose the biggest file size available, or “keep original size.” A good rule of thumb is to send two photos per email, or 2 MB total. *The Eagle Newsletter* deadline is usually the second Monday of each month. Turn your text and photos in to your staff liaison, who will pass them on to Amanda.

For *The Messenger* weekly bulletin insert, send items to Amanda before the Wednesday noon deadline.

Amanda can also help you with slides on the electronic monitor and printed items such as postcards, thank you notes and bookmarks. Please check in with the office before posting anything.

Expenses: Vouchers for each vision team are to the right of the church office mailboxes. Attach your receipts to the form and turn it in to your vision team mailbox. For reimbursement questions ask your staff liaison.

Reserving rooms, scheduling events: contact Church Administrator Linda Toro at 793-3933 x204 or ltoro@stjohns-springfield.org. Custodians scheduled based on the calendar.

Supplies: if you see anything running low please let Linda or Amanda know.

Thank you God for your church, the body of Christ, and the many ways you have called us into Christian fellowship and ministry.