

Ministry Support

The Administrative Staff will provide MINISTRY SUPPORT only. Ministry leaders are responsible for completing their clerical work but the Administrative Staff will print or copy it if color is required or for projects requiring more than 100 packets. Ministry leaders can make use of the computer in the Work Room for printing or copying of ministry documents in black and white. The following considerations must be observed.

- a) Call in advance to utilize the computer
- b) Limit the usage of the computer in the Work Room to one (1) hour
- c) Printing and copying must be done Monday through Friday, during business hours. Administrative Staff is NOT available after business hours, on Saturdays, and Sundays.

PROCEDURE

A. Ministry Support can be provided from

Administrative Staff in the following ways:

1. Print/copy color documents or for projects requiring more than 100 packets
2. Provide GSC stationary and envelopes
3. Proofread letters, flyers or any publications for clerical errors
4. Process the following forms and the actions required:
 - a) Announcement Request – advertisement for ministry events
 - b) Graphic Arts Request – special art work for events (see form)
 - c) Check Request – secure funds according to the ministry budget
 - d) Vehicle Request – reserve a church van for ministry trips
5. Process Building Usage Forms – for meetings & rehearsals
 - a) Meeting Request – establish meetings or rehearsals on GSC ministry meeting schedule
 - b) Foyer Table – to secure a table for the ministry to use on Sundays
 - c) Maintenance Request – to secure maintenance for needs of meeting rooms
6. Process Event forms
 - I. Event Date & Space Request (**formerly Request for Date/Space form**) for special events on the Greater Shiloh Main or North Campus

II. *To secure the ministry of helps for your event, please obtain a Special Events Packet from the GSC Mailroom.*

- B. Ministry Leaders must submit **Request for Ministry Support Form** for items #1 through #3 or when submitting multiple forms. The forms can be turned in Monday through Friday at selected campus.
 - a. **Main Campus** Administrative Office via Fax at 610-252-2715;
Email: adminsupport@gshiloh.com or put the requests in the Admin Support mailbox in the Work Room.
 - b. **North Campus** Administrative Office via Fax at 570-872-9722;
Email: adminsupport-gscn@gshiloh.com
- C. All request sent to the admin email for ministry support will go through the following process:
 - a. The request will be put in order of the date submitted for completion.
 - b. The Ministry leader will be contacted upon the completion of the project by phone or email.
 - c. Completed work will be left in the GSC Mailroom for pickup.
- D. The Ministry Support Request Form must be submitted to the Administrative Office at least **7 to 10** days to allow the necessary amount of time to complete the task.
- E. Request forms submitted after **Wednesday – close of business** will not be processed until the following week.
- F. **Please do not:**
 - a) Call requests in by phone especially to the **personal** cell phones of the Administrative Staff.
 - b) Send requests directly to the emails of Administrative Staff.
 - c) Make work requests of Staff on Sundays and after normal business hours.

Please keep this top form for your records. Return the second page to the admin support mailbox.

Thank you!

Date Submitted: ___/___/___

Date Requested: ___/___/___

Greater Shiloh Church Main & North Campus

Ministry Support Request Form

Date Submitted _____ Date Needed _____

Ministry Name _____

Ministry Leader _____

Please Check Campus

Main Campus

North Campus

Submit this form for Items #1 through #3 or if submitting multiple forms.

1. Print or copy in color
2. Print or copy more than 100 packets
3. Provide GSC stationary and envelopes
_____ Amount needed of each
4. Proofread for clerical errors (For Special Events only)
 - Letter
 - Flyer
 - Publication
5. Process the following forms and the actions required:
 - Announcement Request
 - Graphic Arts Request
 - Check Request
 - Church Vehicle Requests
6. Process Building Usage Forms – for meetings & rehearsals
 - Meeting Request Form
 - Foyer Table Requests
 - Maintenance Request
7. Process Event forms
 - Event Date & Space Request for events in the GSC Main Campus, North Campus, Shiloh Chapel and the Enrichment Center

*To secure the ministry of Helps for your event, pick up and review the
Special Events Packet from the admin office.*

ADMINISTRATIVE OFFICE (Do not write below this line)

Administration: Date Completed _____

Building Usage:
Date Completed _____