



Tool Kit for Ministry

August 2016

Topics included in this booklet outline the basics of participating in ministry activities at St. Martin's and are designed to make it a little easier to navigate the business side of ministry. A current Parish Directory will supply up to date staff and ministry leadership contacts.

This hand book and the Parish Directory will provide much of the information you need to be effective in your ministry. If you have additional questions you may contact the Parish Administrator.

The **Parish Calendar** is available on the website. Everyone who has access to the web has access to the St. Martin's Parish Calendar. The Parish Calendar is the starting place for planning new events, go to: www.Stmartinschurch.org.

The staff is committed to maintaining this calendar as accurately as possible but cannot do so without your help. Please complete a pink Ministry Event form and submit it to the Parish Administrator for each planned event or activity. This form provides the staff with accurate information for the Parish Calendar and for assistance with setting up for your event.

Ministry Event Forms (pink): Using the pink Ministry Event forms while planning an event at a Ministry Group meeting is the most effective way to assure that all aspects of the activity have been considered.

At the end of the meeting, place the form into the parish administrator's mailbox at the top of the office stairs. [NOTE: Most ministry groups will have a mailbox assigned to them in this bank of mailboxes. Check that space regularly.] It will go to the next staff meeting to be cleared for potential conflicts with other events in the planning process, and then be posted to the parish calendar. The contact person on the form will be notified that the event has been posted.

TIPS FOR A SUCESSFUL EVENT

- Break down the steps necessary to a successful event into manageable tasks that can be assigned to an appropriate number of people. Assigning bite sized tasks from pre-planning stages through to the clean up plan will assure no one has to do it all.
- Use the Parish Directory to find people to invite to fill the various break down roles. Newcomers may be waiting for an opportunity to participate but let them set the pace for their involvement level.
- Don't forget to appoint a Publicity person who can write a comprehensive paragraph or two for parish publications. Keep the publicity person informed about key components of the event as changes occur. Send information for publication to Communications@stmartinschurch.org. Ask the Communications Coordinator for details on deadlines for submission to weekly announcements and the newsletter.
- Find ways to create interest and spark excitement"
 - Highlight not only the event, but the mission of the event.
 - Talk to everyone about the event and extend personal invitations to participate. Make sure people know where to find the sign up sheet if that is important.
 - Personal invitation can be an opportunity to talk with someone you may not have met before and will make the newcomer feel welcomed and valued.
 - Send an advocate to other Ministry Group meetings to share news about your event and invite them to attend/participate.
 - Consider ways to use social media to increase awareness. The Communications Coordinator can offer helpful tips.
 - Think creatively, devote 10 minutes at your meeting to brainstorm promotion ideas.

Signage – Outdoor advertising signs must be approved by the City of Ellisville well in advance of the date for placing a banner or sign on the front lawn. The City website is the best place to go for the latest information on the permit process. Go to <http://www.ellisville.mo.us/183/Permits-Forms> , to find Sign Permits & Applications.

Budget Allocation Authorization (green form)

The Budget Allocation Authorization form is another tool for Ministry Groups to use in communicating with their ministry chair, the treasurer, the vestry and the auditors who will be reviewing St. Martin's finances and business practices. Any Ministry Group member must receive authorization from the committee chair in advance to make a purchase on behalf of the ministry. ***Green Budget and pink Event forms should be on hand at every Ministry Group meeting.***

Ministry Groups may spend up to \$500 from their budget without prior authorization of the Treasurer. ***However, it is always advisable to discuss proposed expenditures with the Treasurer as cash flow can be a consideration in timing purchases and making disbursements.***

Budgets and Income - Most Ministry Groups have budgets funded by the Operating Fund. Budget requests for the upcoming year should be submitted to the Treasurer in early fall by each Ministry Group. Generally, a budget form is distributed and available for pick up at the church. Unless a budget request is made, an allocation cannot be included in the final budget.

- Once it has been approved at the Vestry meeting, the Financial Report is posted to the main bulletin board in the corridor. Page 2 of the financial report shows year-to-date expenditures vs. budget for each funded ministries.
- Consult with Parish Administrator when submitting Expenses or Donations/Income to insure that bookkeeping entries are posted to and charged against the appropriate accounts.

Purchasing/Receiving Goods – Since St. Martin's has been in business for over 50 years it has business accounts with many vendors. Some are local walk-in businesses but also catalog and online sources. Before establishing any new purchasing account please consult the Parish Administrator to determine if a business relationship already exists with this firm. Account numbers, billing information and passwords can be obtained as appropriate under established policies of the Vestry.

Food & tableware supplies are purchased in bulk and stored in the paper closet in Upper Laird for the use of all ministry groups. On a rack in the parish hall kitchen are smaller quantities for impromptu use.

If you are planning an event and do not find the type of supplies that you need, speak to the Parish Administrator to see if the church's low cost source can provide for your needs. Advance planning always improves the chances of getting a good product at the best price.

Tax Exempt Status - St. Martin's is exempt from federal tax under section 501 c)3 of the federal tax code and has a tax exempt status letter from the State of Missouri which is shown to the retailer at the time of purchase to authorized them not to charge sales tax. A copy of the MO Tax Exempt letter is available to authorized users from the church office.

Cash Handling - During Financial Reviews and Audits cash handling practices are scrutinized and recommendations are part of the final report. **Best practice is to consult with Treasurer and Parish Administrator in advance of any activity where cash will be received to make a plan to protect yourself, your committee members and the assets of the parish.**

- Cash should be under the control of two persons at all times.
 - ***Cash should be counted by two people:***
 - Placed in an envelope,
 - marked with the event/source, the amount of cash, the amount of any checks,
 - print names and signatures of both people on the envelope
 - and the envelope should be sealed.
 - Submit cash in person to Parish Administrator during business hours whenever possible, especially if the amount is significant.

SECURITY OF PEOPLE AND PREMISES at ST. MARTIN'S

Safety of ALL depends upon ALL to take responsibility for securing the building upon exit. Assuming that someone else will do the job puts the security of people, parish assets and the premises at risk.

Procedures for closing the building:

- No toilets running
- Restroom lights off
- No unusual noises indicating mechanical failures of equipment, etc.
- Thermostats set to operate at programmed settings to control expenses.
- All room, corridor, & stairwell lights off (except those with a cover over the switch)
- ALL exterior doors locked – check the exit door near the kitchen too.

When will YOU be depended upon to complete Closing Procedures?

- After any meeting or gathering which ends after 5:00pm.
- After any meeting or gathering which is held on a Saturday, Sunday or holiday.
- Even when other groups have also used OR are still using the building
 - If the exterior doors are locked, the other group can still exit, but unauthorized people may not enter. Err on the side of safety and lock the doors on your way out.
- Do not assume that someone else has or will take care of securing the building, we are all stewards of St. Martin's.

SM Firearms Policy: “If you notice anyone not honoring our policy, please ask that person to remove the weapon from the church. If the person fails to comply, please notify the Ellisville Police Department (636-277-7777) to immediately remove that individual for trespass.”

There is a sign prohibiting firearms at each entrance to the building.