

Ministry Support Information

deadlines, due dates and contacts

Whom do I ask...? When does that need to be turned in...? How do I submit...? This document addresses these frequently asked questions. Communicating your pastoral needs or the needs of your ministry area/committee/team is important. Your pastoral and administrative staff serve to encourage, equip and empower the lay leaders of First Presbyterian Church in their ministry.

What	When	How	To Whom
Sunday Morning Announcement and Information Publication			
Sunday morning bulletin announcements	Monday before the desired display date	Email or phone call <i>Pending program staff approval</i>	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Sunday morning bulletin inserts	2 weeks prior to desired publish date	Email or hard copy <i>Pending program staff approval</i>	Nancy Jenkins (njenkins@fpctyler.com)
Minute for Mission Requests	4 weeks prior to desired date	Email or hard copy <i>Pending program staff approval</i>	Nancy Jenkins (njenkins@fpctyler.com)
Sunday morning pulpit announcements	Monday prior to Sunday desired	Email or hard copy <i>Pending program staff approval</i>	Nancy Jenkins (njenkins@fpctyler.com)
Pastoral Care Emergency			
Family Crisis (hospitalization, death)	ASAP	Phone call. If after hours, follow phone prompts, and on-call pastoral staff will return call.	Administration Office 903-597-6317
Website			
www.fpctyler.com web page updates	Time sensitive information 2 weeks in advance of desired display date	Email preferred or print out of webpage with changes marked	Lynn Collyer (lmcollyer@fpctyler.com)
Creating a new web page	3 weeks prior to desired display date	Email initial request and meeting	Lynn Collyer (lmcollyer@fpctyler.com) 903-597-6317 x 102
Online registrations or forms	2 weeks prior to desired display date	Email request or form	Lynn Collyer (lmcollyer@fpctyler.com)
Special flash creation	3 weeks prior to desired display date	Email initial request and meeting	Lynn Collyer (lmcollyer@fpctyler.com) 903-597-6317 x 102
Childcare			
Request for an FPC event or meeting	When planning event and at least 1 week prior to need	Email or phone call	Lisa Kendall (Kendall77@suddenlink.net) 903-714-0257

Publications			
Steeple Times articles/submissions	20 th day of each month	Email, fax or hard copy Photographs in digital format only	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Session docket item (brief item or printed report)	Wednesday before scheduled Session meeting	Email, phone call or hard copy	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Special Mailings			
Mass or bulk mailings	At least 2 weeks prior to mail out date	Email or phone call	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Mailing labels	At least 2 weeks prior to mail out date	Email or phone call	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Music Services			
Accompanists	3 weeks prior to need	Email or phone call	Donald Duncan (dduncan@fpctyler.com) 903-597-6317 x 109
Special Services			
Baptism	As soon as need is known <i>Pending Session approval</i>	Form submission, phone call or email.	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Funerals	As soon as need is known	Phone call or personal visit	Any of the clergy Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Wedding	As soon as need is known	Form submission, email, or phone call.	Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Joining the church	Any time	Phone call, friendship pad, email, mail or website	Any of the clergy Nancy Jenkins (njenkins@fpctyler.com) 903-597-6317 x 105
Physical Plant Services			
EMERGENCY maintenance requests (water, A/C, etc.)	ASAP	Phone call	Linda Grigsby 903-597-6317 x 108 Ron Cowden 903-360-7610
NON EMERGENCY maintenance requests (ie: moving items, light bulb replacement, furniture assembly, aesthetic repairs)	36 hours prior to need <i>Subject to maintenance schedule & workload</i>	Form submission, email or phone call	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108 Ron Cowden 903-360-7610
Heating or A/C adjustments	At least 24 hours prior to meeting	Form submission	Ron Cowden 903-360-7610
Financial Services			
Check requests	No later than 9 a.m. Tuesday prior to need	Check request form	Linda Grigsby 903-597-6317 x 108 Nanci Pollard 903-597-6317 x 103

Events & Facilities			
Room set-up for events or meetings	At least one week before event or meeting	Form submission, email, or phone call (must provide set-up drawing)	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108
Complicated set-ups	7-14 days prior to desired date	Form submission, email, or phone call (must include set-up drawing)	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108
Special Purchases			
Meeting supplies (name tags, paper, pens, flipcharts, etc.)	At least 1 week before event or meeting	Email or phone call	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108
Kitchen supplies (ie: paper goods, cutlery, drinks, condiments)	At least 1 week before event or meeting	Email or phone call	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108
Curriculum and study resources	At least 3 weeks prior to desired date	Email or phone call	Marialice Billingsley (mbillingsley@fpctyler.com) 903-597-6317 x 107
Classroom supplies (supply list online)	At least 2 weeks prior to desired date	Email or phone call	Marialice Billingsley (mbillingsley@fpctyler.com) 903-597-6317 x 107
Audio/Visual Support			
TV, VCR, DVD, overhead projector, sound systems, speakers, LCD projector, In-house requests only	At least 2 weeks prior to need	Form submission	Marialice Billingsley (mbillingsley@fpctyler.com) 903-597-6317 x 107
Other groups needing A/V support	Submitted in conjunction with building use request	See Events & Facilities above	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108
Bus & Trailer			
Bus and trailer reservations	1 week before date needed	Bus request form, phone call or email	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108
Bus and trailer cancellations or reschedule	48 hours before needed	Phone call or email	Linda Grigsby (lgrigsby@fpctyler.com) 903-597-6317 x 108