

Leadership at Advent

Nuts and Bolts

Advisor Articles:

- Articles are due to Wendy by the *20th of the month* for publication in the next month's Advisor.

Bulletin Articles:

- Bulletin Announcements are due to Wendy *by the Wednesday* for the upcoming Sunday.

Budget Requests:

- If your team anticipates any expenses (including office supplies, postage, printing, paper, etc.), these must be requested through the Finance Team, Scott Schulte, chair. Budget decisions are made each fall beginning in September.

Key Requests:

- Due to insurance restrictions, keys must be checked out and returned. Please see the attached form for making key requests. All key requests should be made through Wendy.

Facility Use:

- To reserve space – email Wendy at wnieman@adventolathe.org
 - Please check the on-line calendar as you are planning. It has the current building use status.
 - It's important that you *reserve* the space you need through Wendy. It is no fun to show up at church and find that you don't have the space you want because there is already another group using it. Also, this prevents the overlapping/conflicting of Events.
- If you have a special set-up or clean up need, please email Phil Walker at pdwalker9146@sbcglobal.net
 - Our custodian, Wayne Larison, is contracted to provide *basic cleaning only*. Any special needs must be arranged prior to your event. Phil, as our Building & Grounds Chair, is responsible for approving any special needs.

Space Use:

- Groups are expected to provide set up and clean up for their event. When leaving, please remember the next group that will use the space by leaving it as a welcoming and friendly space. If you would like, say a prayer for the work of the next group.

Living God, we give you thanks for the time we spent on your work today. We ask that you bless the next group that visits and works here, that their work might be pleasing to you. Lord in your Mercy,

Hear our Prayer. Amen

- Please see attached form for complete usage guidelines

Copies of this and other forms can be found at our website in the Resources section