

## Quick Information Guide for Ministry Leaders & Workers

At AHOW we have tried to put in place a simple system which allows you to efficiently access the needed resources you need to provide ministry. We have only **two major forms**, the **Work Request** and the **Expense Re-Imbursement** form. Below is a brief description of each form along with when and how to use it. Copies of these forms are available via CCB. We also have included the instructions for room reservations, presentation requests, flyer design, Email and text announcements, and putting an event on the website.

**Work Request (Form AHOW – 001)** – This is the all-purpose church form designed to be used for all church/ministry requests. This form is used to request clerical work from the office, supplies & equipment, audio & multimedia services, food for events, maintenance & repairs, financial requests, etc.

Please note the important five steps when completing a **Work Request Form** –

1. Make sure you have all the proper signatures – Requester, Ministry Leader and Minister in Charge.
2. If Pastor Jide is the Minister in Charge, you do not have to get his signature in advance, he will sign during the approval process.
3. Please provide your full budget category # on your form for example – Church Office AD 5400 020. The full list of budget category #'s is on the back of the Work-Request form.
4. Submit the form via email or place in the office in-box in the church office once the form is complete
5. Expect a response to your request within a few business days after submission. If you do not hear from the office, please follow-up your request via email.

*Note: Please provide proper advance time for your request based on the size of your project. The minimum time for any size request is one week. Large projects should have at least a two-three week notice. Please use good judgement or discuss with the Church Administrator to determine lead time needed for a work item.*

**Expense Re-Imbursement (Form AHOW - 002)** – This form is used to provide re-imbursement for items purchased by a person for the church. This form is only used to purchase items that are **pre-approved** for purchase (via work request).

Please note the important five steps when completing an **Expense Re-Imbursement Form** –

1. Please attach all receipts for purchases to the re-imbursement form when you turn in your form.
2. Please fill out the expense re-imbursement form completely & make sure you have all the proper signatures – Requester, Ministry Leader and Minister in Charge. If Pastor Jide is the Minister in Charge, you do not have to get his signature in advance, he will sign during the approval process.
3. Please provide your full budget category # on your form for example – Church Office AD 5400 020. The full list of budget category #'s is on the back of the Expense Re-Imbursement form.
4. Submit the form via email or place in the office in-box in the church office once form is complete
5. Expect a response to your request within a few business days after submission. If you do not hear from the office, please follow-up your request via email.

*Note: Expenses must be submitted within 30 days of the actual expense*

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See detailed instructions below on the following requests -

- 1. ROOM RESERVATION** – There are two ways to request a room for your ministry – by Work Request form or email to Pastor Kip
- 2. PRESENTATION REQUEST** – Note the four important steps when making a presentation request -
  - Please make your request for presentations via email to Pastor Jide (copy Pastor Kip) at least 3 weeks in advance of the date you want to do the presentation.
  - The subject line of the email should be – Presentation Request – “Your Ministry”
  - Please include the person’s name doing the presentation.
  - Please let us know if there is a video before or a part of your presentation.
- 3. FLYER DESIGN PROCESS** – Here are the steps to request a flyer design
  - Compose the exact information you want to include in the flyer.
  - Email your request to Pastor Jide’s Executive Assistant at [pjassistant@agapehousenj.org](mailto:pjassistant@agapehousenj.org) and CC Pastor Jide at [pastorjide@agapehousenj.org](mailto:pastorjide@agapehousenj.org)
  - Estimate approximately 1 week for the flyer design and another 2 weeks if you intend to print the flyer.
- 4. CCB EMAIL AND TEXT ANNOUNCEMENTS**
  - Send a draft of the email or text to our Communication Team at: [communications@agapehousenj.org](mailto:communications@agapehousenj.org).
  - Make sure you include any flyer or registration link if applicable with your email.
  - State in the email if you want your email or text sent out multiple times or with certain frequency.
- 5. PUTTING AN EVENT ON THE WEBSITE** – If you need to put your event on the website, please email the flyer and registration link to Rowland Tubi at [rotubi42@gmail.com](mailto:rotubi42@gmail.com).

### **Office Contact Information**

**Pastor Kip Wright, Church Administrator**

**Email: [kipwright@agapehousenj.org](mailto:kipwright@agapehousenj.org)**

**Office phone: 908-259-1515**

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**We thank you in advance for your adherence to these guidelines!**