



Raymond A. Jetson, Pastor

## Ministry Operations Procedures at a Glance

**Request for funds: *Deadline – seven (7) days before funds are needed.***

Ministry Overseer must fill out check requisition form and submit to administration's box. (Room 2).

**Request for bulletin announcement: *Deadline – Wednesdays @ 6:30 p.m.***

Complete the bulletin announcement form and place in the bulletins announcement box (Room 2) or e-mail all requested information to [bulletins@starhillchurch.org](mailto:bulletins@starhillchurch.org)

**Request for Web site posting: *Deadline – one (1) month prior to event.***

E-mail the information and all electronic images to the assigned ministry Web site contact person (designated in the leadership binder).

**Request for document approval: *Deadline – Wednesday @ 6:30 p.m. for approval by the following Monday.***

Any document or publication (for internal or external use) created on behalf of Star Hill must be e-mailed to [documents@starhillchurch.org](mailto:documents@starhillchurch.org) for approval prior to distribution.

**Request for meetings/events: *Deadline – two (2) week in advance.***

Meeting spaces may be reserved by either of the following:

- Completing the "Meeting/Event Scheduling Request" form and submitting to administration's box (Room 2).
- Sending an e-mail to [financeministry@starhillchurch.org](mailto:financeministry@starhillchurch.org).