

May 6, 2021

Re: Scheduling for Ministry Rooms and Times and 2021-2022 Parish Handbook

Dear Ministry Leader,

This is our yearly mailing to all ministries regarding meeting space and publication of your ministry information in the Parish Handbook. Please consider how your ministry may function with the continued need for social distancing in some manner and how that may impact your room request and needs. Enclosed with this cover letter is the following:

1. Parish Handbook

- Attached is your ministry page in the current handbook. Please respond with NO CHANGES or with changes to be made on the attached sheet.

2. Parish Ministry Communication

- This form is provided to identify the means in which information regarding your ministry can be made available to your ministry members and the parish at large.

3. Reservation of Parish Meeting space

- Please complete the attached form with as much specificity as possible. (Note: form is available for completion on St. Helen web site.)
- It is important that one person is identified as responsible for complying with church policy regarding use of the room, handling of keys and especially the guidelines as a result of the pandemic.
- Please let the office know if during the year your group stops meeting, wishes to change days or times or the contact person or other important information changes.

Your timely attention to all of the enclosed by returning to the church office before June 11th, is greatly appreciated. This package has been sent to you because you are the person that is currently on record for being responsible for the referenced ministry. If you are no longer in that position, please forward this package to your successor and alert the Church office. Thank you for your consideration as we work to meet the needs of your ministry. Please call the office with any suggestions, questions, or recommendations.

Yours in Christ,

Deacon Dave
Parish Manager