



May 1, 2024

Dear Ministry Leader,

This is our yearly mailing to all ministries regarding meeting space and publication of your ministry information in the Parish Handbook.

1. Reservation of Parish Meeting space

- Please complete the attached form with as much specificity as possible.
- It is important that one person is identified as responsible for complying with church policy regarding use of the room and the handling of keys.
- Please let the office know if during the year your group stops meeting, wishes to change days or times, or the contact person changes.

2. Parish Handbook

- Enclosed is your ministry page in the current handbook. Please respond with NO CHANGES or with the changes made directly on the enclosed sheet.

3. Parish Ministry Communication

- This form explains the various methods in which information regarding your ministry can be made available to your ministry members and the parish at large.

4. Parish Bus

- If your ministry wishes to utilize the St. Helen bus, there is a downloadable form on our website with guidelines and a reservation request.

5. Ministry Leader Resources

- Downloadable forms as well as online submission are available on the church website www.sthelenvero.org. Click the Ministries tab and scroll to the bottom of the page.

We appreciate your timely attention to the enclosed materials. Please return room reservations and handbook updates to the church office before May 31. You have received this package 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 notify 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.

Sincerely,

Laura Lewis
Director of Operations