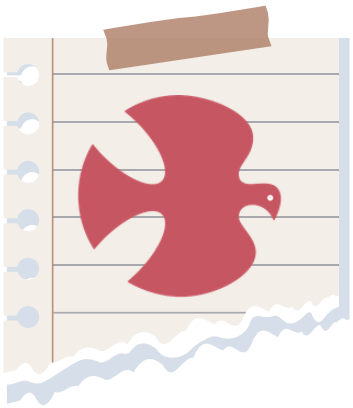
EQUIPPING THE SAINTS

Resource Booklet for Ministry Leaders



St. Columba's Episcopal Church

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INTRODUCTION

Imagine all the lessons Jesus needed to teach his disciples to equip them for ministry. Equipping the Saints, led by the Rev. Hillary Raining, is our modern equivalent, meant for both leaders in the church and people who may be curious about stepping up to leadership. This booklet serves as a companion to the five-week course, combining notes about each session with all the workpages and guides you need to be successful in your role at St. Columba's.

Whether you are a long-time leader or just wading into the waters, thank you for gifting your time and talent to our community! We truly appreciate your committment to St. Columba's and to living out God's call to serve. Our staff is always here to support you, and we look forward to working together as colleagues to ensure the longevity and vibrancy of our ministries.

Thank you for helping us live God's love!

Blessings,
The St. Columba's Team



Session 1

Biblical Foundations for Small Group Ministry

Session Highlights:

- Shared Leadership: Jethro's advice to Moses (Exodus 18) on delegating responsibility to prevent burnout
  - Each ministry at St. Columba's should have 3 people: a leader, an administrative person, and a successor/mentee
- Importance of discernment: sometimes ministries need to be adjusted or moved to different times and spaces
- Concentric Circles Framework: Jesus's approach to tiers of ministry engagement, from the 5,000 (the general parish) down to 2–3 close confidants
  - In Luke 10:1-9, Jesus' instructed 70 disciples, sent out in pairs to minister, to travel light, carry no extra supplies, and focus on healing the sick, casting out demons, and proclaiming the kingdom of God.
  - The discussion highlighted how the disciples' ministry would not only benefit those they served but also transform them, with Jesus warning them about the challenges they would face, comparing them to lambs among wolves

Handout:

- The African (or Lambeth) Bible Study Method: an approach involving reading, sharing insights, personal reflection, and prayer (practiced using Matthew 18:20).

African or Lambeth Bible Study Method

This Bible Study method was introduced by the African Delegation to the Lambeth Conference in 1998. It is known by both names: "Lambeth" and "African." It is rooted in the ancient method of praying the scriptures, known as Lectio Divina, or "Holy Reading."

Opening Prayer:
O Blessed Lord, who caused all Holy Scripture to be written for our learning: Grant us so to hear them, read, mark, learn, and inwardly digest them, that we may embrace and hold fast the blessed hope of everlasting life, which you have given us in our savior Jesus Christ, Amen.

1. One person reads passage slowly.
2. Each person identifies the word or phrase that catches their attention. (1 minute)
3. Each shares the word or phrase with the group. (3-5 minutes, **no discussion**)
4. Another person reads the passage slowly (from a different translation, if possible.)
5. Each person identifies where this passage touches their life today. (1 minute)
6. Each shares. (3-5 minutes, **no discussion**)
7. Passage is read a third time (another reader and translation, if possible.)
8. Each person names or writes: "From what I've heard and shared, what do I believe God wants me to do or be? Is God inviting me to change in any way?" (5 minutes)
9. Each shares their answer. (5-10 minutes, **no discussion**)
1**0.** Each prays for the person on their right, naming what was shared in other steps. (5 minutes)

Closing Prayer : The Lord's Prayer

Session 2

Prayer, Discernment, and the Holy Spirit

Session Highlights:

- Learning to pray: Matthew 6:9 shows us that even the disciplines had to be taught how to pray, and both improvized and memorized prayer are important
- Collect: using this form of prayer from the United Thank Offering can provide a helpful template
- Discernment: asking specific questions about your purpose and roles helps create more effective ministries

Handouts:

- How to Build a Prayer: worksheet using the collect format for praying as a group
- Discernment Trees: decision-making guides for new ministries, outreach opportunities, and social justice advertisement requests

How to Build a Prayer

Using the format of a Collect

Below you'll find a worksheet that introduces the structure of the collects in the Book of Common Prayer and how to write your own. You can also just write a prayer, or conversation between yourself and God, that you're willing to invite others into. The good news about writing prayers is that whatever you write is a blessing!

Collects are prayers that have a certain structure or form. The word **collect** comes from the Latin **ecclesia collecta,** meaning a prayer prayed by and for the assembled church.

Collects have the following sections: (although sometimes a part is omitted and it is still a collect)
1. an address
2. a phrase that says something about the attributes of God
3. petitions or requests
4. results
5. words of praise

Here is a collect from the Book of Common Prayer for the Second Sunday in Advent:
Address: Merciful God,
Attributes: who sent your messengers the prophets to preach repentance and prepare the way for our salvation:
Petition: Give us grace to heed their warnings and forsake our sings,
Results: that we may greet with joy the coming of Jesus Christ our Redeemer,
Praise: who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen.

A collect can be complete and not include all the parts, and a prayer can be complete and not include any of these parts!

Here's a chart you can fill in to help you write a collect:

Address	
Attributes	
Petition/Request	
Results	
Praise	

Or just write a prayer (a conversation with God) from your heart:

Discernment Trees

Decision Guides for Ministry Leaders

New Ministries

1. Does your ministry idea have a direct connection to living out our faith?

No: Do not proceed
Yes: Continue

2. Does this idea align with St. Columba's values and priorities, especially our commitment to anti-racism?

No: Do not proceed
Yes: Continue

3. Have you clearly identified a community concern within St. Columba's or the wider community that this ministry would address, and have created an effective plan of action?

No: Do not proceed
Yes: Continue

4. Is there an existing ministry that already addresses this concern, in whole or in part?

Yes: Evaluate options for collaboration or consolidation before proceeding
No: Continue

5. Would your ministry idea require significant financial or staff resources? (Note: our budget resources for new ministries is extremely limited)

Yes: Adjust scope or connect with a staff member to assess funding options
No: Continue

6. Do you have the committed participation of at least 5 parishioners?

No: Connect with a staff member for help advertising/recruiting participants before proceeding
Yes: Proceed with submitting the New Ministry Proposal Form!

Outreach

1. Faith Component: Does this opportunity have a clear connection to living out our faith?

No: Do not proceed
Yes: Continue

2. Existing Ministry Check: Are we already doing this ministry or something similar?

Yes: Evaluate options for collaboration or consolidation before proceeding
No: Continue

3. Relationship & Proximity: Do we have close proximity and relationship with the organization, people, or community we would be serving with?

No: Proceed with caution or consider building relationship first
Yes: Continue

4. Volunteer & Staff Capacity: Do we have enough volunteer and staff capacity to run this?

No: Consider recruiting or restructuring
Yes: Continue

5. Succession Plan: Is there a succession plan or sustainability for this outreach?

No: Develop a succession plan before proceeding
Yes: Continue

6. Budgetary Needs: Are the budgetary needs clear, and can we meet them?

No: Assess funding options or adjust scope
Yes: Continue

7. Alignment with St. Columba's Pillars & Anti-Racism: Does this help us live into the pillars of St. Columba's,especially being an anti-racist church?

No: Reconsider or adapt the outreach to better align
Yes: Outreach opportunity recommended for approval!

Social Justice Advertisement

1. Faith Alignment: Does this event or request (e.g., march, rally, petition) clearly connect to living out our faith and reflect our Baptismal Covenant?

No: Do not proceed
Yes: Continue

2. Mission & Values Consistency: Does this request align with St. Columba's values and priorities, including our commitment to anti-racism?

No: Do not proceed
Yes: Continue

3. Relationship & Accountability: Do we or our members have a relationship or accountability with the organizing group/person, ensuring credibility and shared values?

No: Proceed with caution or seek more information before advertising
Yes: Continue

4. Political Divisiveness/Partisanship: Is this event or request likely to be very politically divisive or explicitly partisan?

Yes: Consider carefully, consult clergy/leadership, and discern if advertising aligns with our mission and unity as a faith community.
No: Continue

5. Budget & Staff Resources: Does this request require significant financial or staff resources, and if so, do we have adequate capacity? (Note: We have limited resources.)

Yes, and resources are insufficient: Do not proceed or consider alternate forms of support (e.g., simple announcement, not logistical/financial commitment).
No/Minimal Needs: Continue

6. Safety & Wellbeing: Have the safety, accessibility, and wellbeing of participants been considered?

No: Address concerns before advertising
Yes: Continue

7. Redundancy Check: Are we already advertising or supporting similar requests/events?

Yes: Consider consolidating communications for clarity
No: Continue

8. Impact & Representation: Does advertising this request amplify voices and causes in line with our justice work, especially for marginalized communities?

No: Reconsider or adapt approach
Yes: Proceed with advertising!

Session 3

Leadership Skills

Session Highlights:

- Holy Spirit: most evident in groups and acts as an advocate (John 14:26 and Acts 1:8)
- Early Christian Organization: relied on small groups with familial roles to share reponsibilities and develop spiritually
- Leadership Guidelines: importance of proper administrative practices, balancing pastoral care and group boundaries, and anti-racist and Safe Church practices

Handouts:

- Anti-Racism at St. Columba's: introduction and guidelines from St. Columba's Anti-Racism Task Force
- Spiritual Gifts Inventory: self-survey for identifying ministerial strengths

SPIRITUAL GIFTS INVENTORY

The following is taken from Knowing and Living into our Spiritual Gifts: God's Gifts for you and the Church, Developed by The Rev. W. Frank Allen.

Chapter Three

Discerning our Gifts and Growing in Faith

Discovering our Gifts

The New Testament is immensely helpful about describing charismata, gifts, but it doesn't offer a lot of help for discovering what they are. St. Paul goes to great lengths to clear up some serious misunderstandings and abuses, yet says very little about how to identify the gifts each person has been given, see 1 Corinthians 12-14. If we knew which gifts are ours, then we could spend less time pursuing ministries and activities that don't really fit God's intentions and gifts for our lives. We would be more efficient and effective in using the gifts that we have been given. I have prepared a gifts inventory survey for each of you to take as one means for discovering your gifts, but, recognizing that this is not a completely certain way of discernment, want to offer you some spiritual practices that will assist you in discernment and ministry.

First, we all need to understand that we have been called by God. Jesus calls His followers one by one and that is how we have been called. It is personal and, coming from the God of love, is for us to know the love of God and to make that love known to others. Listen for and obey the call that God has on your life.

If God has called you as His own, and we know that that is His intention for all of us, and that He promises to send us gifts of the Spirit, then a healthy spiritual response would be obedience. Ask the question, "God, if you have called me, what do you want me to do?" And, "What gifts have you given me to fulfill this call on my life and support your church?" Answers will come, some clearer than others, as we live in obedience to God's call on our lives. It is the first step of the Christian life, to follow, and it comes with a promise that God will make Himself known.

Second, begin a study about the spiritual gifts. I have been sprinkling scriptural references throughout these notes and they make a good start. As, we believe that the Old and New Testaments are the word of God and contain all things necessary for salvation, so read the Bible. 1 Corinthians, chapters 12 through 14, are an excellent place to begin your study. Many of the gifts are listed and the purpose for the gifts are defined clearly.

Third, examine your feelings. A tremendous amount of work in physiology and neurology has been accomplished over the last decades and these studies reveal that religious feelings and behavior come from the right brain. Some scientists have even posited that there is a specific place in the brain where religious feelings are located. Who knows for certain, but this, then, is where many of us will be able to discover where our true gifts life. Imagine that you have a gift and how you might exercise it. What does that feel like for you? Are the feelings positive or negative, fearful or pleasing?

Fourth, experiment with the gifts. Wanting to have a particular gift is okay but doesn't guarantee that God has or will give you that gift. The only way to know for sure is to experiment with it. How would you know if you have the gift of hospitality unless you exercise it? Or, how would you know that you have the gift of teaching unless you try it out in real time? And how would you know if you have the gift of administration unless you take on the responsibility of organizing some ministry at church unless you take up the responsibility. Experimentation and practice are important.

The inventory you're getting ready to take will be helpful in bringing up the gifts you may have and most people's gifts appear in the top six of their highest scores. Start with the gifts that you identify in the survey and experiment with using them.

Finally, expect God to produce results through your exercise of His gifts. Results don't belong to us and you will find, along with countless Christians through the ages, that you may never know the results of your faithful use of the gifts God has given you. Using our spiritual gifts always produces God's intended results and are for God's glory, even though we may never know how it happened or whose gifts were required. The only consistent result of your faithful use of your gifts will be that you will be drawn closer to the source of the power behind our gifts and more deeply into God's presence and peace and grace and love.

GIFTS INVENTORY

Rank each of the following statements as it applies to your experience or inclination. If you feel strongly that the sentence describes you then give it a higher number. If you feel like you don't relate to the sentence then give it a zero.
Much (3), Some (2), Little (1), or None (0)

This is a self-survey and not a test. There are no right or wrong answers. Therefore, be sure to let your responses reflect your opinions of yourself. So, the answers could look like these three brief examples.

1 **24. I am energized when I speak about what needs to be changed in church and other areas of community life.**

0 **25. Inviting others to join me in something I enjoy is something I do every week.**

2 **26. I find myself time and again listening to people's spiritual struggles and offering guidance**

Spiritual Gifts Inventory Survey

____ 1. I am open and interested in people of other cultures and backgrounds.
____ 2. I see damaging patterns in people's lives and help them.
____ 3. I listen as people tell me about their religious and spiritual experiences.
____ 4. People seek me out and ask me to pray for them or with them.
____ 5. I can explain in straightforward ways complex ideas about God and how to live the Christian life.
____ 6. I often praise co-workers and others for their good work and attitudes.
____ 7. I try to get all information I need before moving into action.
____ 8. I can share insights with others about their problems and challenges.
____ 9. When I see a need, I move and do something about it.
____ 10. I have material resources and I give what I have to others freely.
____ 11. Being in charge doesn't mean I have to run everything.
____ 12. I can sit and listen to someone who needs a listening ear.
____ 13. I do the best I can and trust that God will use my efforts for good.
____ 14. I speak up and tell others when I do not believe they're being honest.
____ 15. I have experienced moments when something miraculous happened.
____ 16. I look for opportunities to bring hope and comfort to those who are sick.
____ 17. I have spoken aloud in praise to God in words not readily understandable.
____ 18. I am able to learn foreign languages easily.
____ 19. I am energized and feel excitement when organizing a project or a group.
____ 20. I sense when there are conflicts and feel empowered to struggle against evil.
____ 21. I offer friendship and assistance to strangers without hesitation or fear.
____ 22. I have a sense or feeling when others need my prayers.
____ 23. My circle of friends is varied culturally and ethnically.
____ 24. I am energized when I speak about what needs to be changed in my church or other areas of
____ community life.
____ 25. Inviting others to join me in something I enjoy is something I do readily.
____ 26. I find myself listening to people's spiritual struggles and offering guidance on a regular basis.
____ 27. When I am a participant or the teacher of a class, other participants are energized and motivated.
____ 28. I am able to work with people and show them how to do their best.
____ 29. I understand deep truths about God and can make sense of them.
____ 30. I am able understand complex situations and see the path forward.
____ 31. I enjoy helping and doing the "trivial" jobs that are often overlooked.
____ 32. I give 10 percent of my income to church and other charitable groups.
____ 33. I am good at communicating with everyone on a group project.

____ 34. Stopping what I am doing to help someone is a normal part of my day.
____ 35. When I sense that something is of God, I am willing to act on it.
____ 36. People ask me to help sort out what is real and what is fake.
____ 37. God has mysteriously intervened in extraordinary ways in my life.
____ 38. I am able to counsel others to help restore them to mental and spiritual
____ 39. I have spoken in a language that I am not normally able to speak.
____ 40. I can hear verbal sounds not understood by others make sense of it.
____ 41. Organizing ideas, people, and resources is easy and enjoyable for me.
____ 42. I need to know and to name an evil or demonic force in order to pray effectively for its elimination.
____ 43. I sense a special opportunity for ministry when my routine is interrupted by someone.
____ 44. Praying is my most enjoyable spiritual activity.
____ 45. I give thanks that the Church has such a wide variety of people.
____ 46. I can see change coming and am not afraid to help others join in the change.
____ 47. Sharing how I live the Christian life comes naturally for me.
____ 48. I can be trusted when someone needs help in making difficult decisions.
____ 49. I am good at giving directions to people so that they can complete projects effectively.
____ 50. I make a point to say a kind word to everyone.
____ 51. I am satisfied when I study in order to explain hard concepts to others.
____ 52. I don't panic in difficult situations, and see possible solutions.
____ 53. I would rather stay in the background doing the labor than be out front.
____ 54. I spend a lot of time earning and raising money and time giving it away.
____ 55. I am good at organizing and leading a group to meet their goals.
____ 56. I walk gently with people who are grieving.
____ 57. I live the best I can each day, not worrying about tomorrow.
____ 58. I can discern people and circumstances and distinguish what's real and what is not.
____ 59. I have seen miraculous events.
____ 60. I am able to help comfort and counsel when people are deeply troubled.
____ 61. I have had the experience of praying and giving thanks in a language not my own.
____ 62. I am able to move freely in another culture and speak another language.
____ 63. I am good at organizing group activities toward some stated goal.
____ 64. God uses my gifts to free others from evil forces or circumstances.
____ 65. I enjoy welcoming strangers into my church or my home.
____ 66. I feel urges to pray for others at various times over the course of the day.

Spiritual Gifts Inventory Answer Sheet

The numbers on the chart that follows correspond to the numbered questions on the inventory items you just ranked. Look back at the survey to see the value you assigned to each item and pencil in the value (3,2,1, or 0) next to the numbered question. So if you put a 3 for question 16, find 16 on the answer sheet and pencil in a 3 on that line (that would correspond with Healing as a gift). After listing the 66 values with the corresponding gifts, add your total horizontally for each row, across the page. Put the sum on the line in the total column. The sum should range from 0 to 9 in each category of gift.

The total for each row indicates the extent to which you may be gifted or inclined to operate the gift named. Look and see which gifts have the highest totals to see which gifts God has already given you or is preparing to give you. Next, pray for God to show you ways and to give you opportunities to exercise this gift. For example, if the total for teaching is high, you will want to ask God to give you opportunities to use this gift. It's the same with all of the gifts. One caution, this survey is obviously imperfect and many of us are new to the idea that God has given us spiritual gifts to operate for God's glory. Be mindful that having opened yourself up to the Holy Spirit, other gifts may come at God's instigation and God will help you develop whatever gifts have been entrusted to you.

Gifts	**Question**	**Numbers**	**Values**	**Total**
Administration	**19**	**41**	**63**	
Apostle	**1**	**23**	**45**	
Discernment	**14**	**36**	**58**	

Gifts	Question	Numbers	Values	Total
Administration	19	41	63	
Apostle	1	23	45	
Discernment	14	36	58	
Evangelism	3	25	47	
Exhortation	6	28	50	
Exorcism	20	42	64	
Faith	13	35	57	
Giving	10	32	54	

Healing	16	38	60
Hospitality	21	43	65
Prayer	22	44	66
Interpretation	18	40	62
Knowledge	7	29	51
Leadership	11	33	55
Mercy/Compassion	12	34	56
Miracles	15	37	59
Pastor	4	26	48
Prayer-Praise Language	17	39	61
Prophecy	2 9	24	46
Serving	5 8	31	53
Teaching		27	49
Wisdom		30	52

Your Top Three Gifts:

_____ _____ _____

As you can see from your totals, gifts are not always singular and each of us may have several gifts of the Spirit for use in the building up of the Body of Christ and for drawing us closer to knowing and acting on the will of God as it touches our lives and those around us. I encourage you to pray about these gifts God has given you and ask God to show you ways that you may exercise these gifts in your life at church and in the broader community. I would also encourage you to ask others whether they see these gifts in you and ask them to offer examples so that you can confirm that God has indeed blessed you in specific ways.

Many of you are already using your gifts and I invite you to be confident that they come with the power of God to make them effective. After discerning your gifts, you may want to look at your life and your church community and see where you may best offer your gifts to God and grow in the Spirit.

The gifts you have been given have been given with a purpose that is corporate and private. As you use your gifts, you will find that your ministry is effective and that your life will be drawn more intimately into the life and the will of God. You may also come

to recognize others' gifts and be more open to allowing them to exercise their gifts as you exercise yours.

Finally, my experience suggests that our gifts can change over time as we grow in our life with God and as God needs specific gifts for His specific purposes. Pay attention to the Holy Spirit moving, but also recall that if we have to serve and minister outside our given gifts, then we will need to rest and rely on God even more.

St. Columba's Episcopal Church

Volunteer Skills & Interests Survey

We're grateful for the many gifts within our congregation. This example survey is intended to help you think through the many professional skills and personal interests that could help support our ministries – from children & youth, to music, to our outreach with our unhoused and immigrant neighbors.

Section 1: Vocational & Professional Skills

Skills you use in your career or training that you'd be willing to share with the church.

Building & Facilities

☐ Carpentry / general construction	☐ Plumbing
☐ Electrical work	☐ HVAC repair & maintenance
☐ Landscaping / groundskeeping	☐ Painting
☐ Roofing	☐ Locksmithing / security systems

Legal & Financial

☐ Legal counsel (contracts, nonprofit, immigration, housing)	☐ Accounting / bookkeeping
☐ Tax preparation	☐ Financial planning
☐ Insurance guidance	☐ Auditing

Healthcare

☐ Medical care (MD, RN, NP)	☐ Dental care
☐ Mental health counseling	☐ Physical therapy
☐ First aid / CPR training	☐ Social work / case management

Business & Administration

☐ Human resources	☐ Business strategy / planning
☐ Project management	☐ Marketing
☐ Grant writing	☐ Fundraising / development

Technology

☐ IT support / troubleshooting	☐ Website design & development
☐ Database management	☐ Audio/visual & sound engineering
☐ Cybersecurity	☐ Social media management

Creative & Communications

☐ Graphic design	☐ Photography / videography
☐ Writing / editing	☐ Translation / interpretation
☐ Public relations	☐ Composing / arranging music

Education

☐ Tutoring (academic subjects)	☐ Curriculum design
☐ ESL instruction	☐ Career coaching / resume help
☐ Test prep	☐ Special needs / inclusion support

Trades & Manual Skills

☐ Automotive repair	☐ Sewing / tailoring
☐ Catering / food service	☐ Event / wedding planning
☐ Moving & hauling	☐ Transportation / driving

Other vocational skill not listed above

_____

Section 2: Ministry Interests

Areas of church life you'd like to be involved in, whether or not it relates to your profession.

Children & Youth Ministry

☐ Sunday school teaching	☐ Youth group leadership / mentoring
☐ Confirmation / catechism instruction	☐ Vacation Bible School
☐ Nursery care	☐ Tutoring / homework help
☐ Coaching (sports, arts, robotics)	☐ Camp / retreat leadership
☐ Special needs inclusion support	☐ Child safety coordination

Worship Ministries

☐ Altar Guild (washing, ironing, mending linens)	☐ Flower Guild
☐ Usher	☐ Reader / Lector
☐ Intercessor / Prayers of the People	☐ Acolyte / crucifer
☐ Eucharistic minister / communion assistant	☐ Verger

Music Ministry

☐ Choir (adult / youth / children's)	☐ Instrumental ensemble (orchestra, band, handbells)
☐ Cantoring / song leading	☐ Music direction or accompanying
☐ Contemporary worship band	☐ Sound & A/V tech for services
☐ Music library / archiving	☐ Composing / arranging

Outreach to the Unhoused

☐ Meal service / soup kitchen	☐ Overnight shelter hosting
☐ Street outreach & relationship-building	☐ Clothing / hygiene kit distribution
☐ Case management support	☐ Job readiness coaching
☐ Housing navigation assistance	☐ Medical / dental clinic volunteering

Outreach to Immigrants

☐ ESL teaching	☐ Legal clinic volunteering
☐ Interpretation / translation	☐ Citizenship test tutoring
☐ Cultural orientation / welcome programs	☐ Accompaniment to appointments
☐ Job placement assistance	☐ Sponsorship coordination for refugee families

Cross-Ministry Support

☐ Event & volunteer coordination	☐ Grant writing / fundraising
☐ Social media / storytelling	☐ Transportation for families
☐ Childcare during adult programs	☐ Photography / documentation
☐ Data tracking / reporting	☐ Prayer & pastoral support

Other interest not listed above

_____

How much time can you typically give?

☐ A few hours a month	☐ A few hours a week
☐ One regular weekly commitment	☐ As-needed / seasonal only

Thank you for sharing your gifts with our church family!

Anti-Racism at St. Columba's

Welcome is a key initiative of the Antiracism Task Force (ATF) for 2026 and we are delighted to align our efforts with those of the larger parish. A guiding principle of the **St. Columba's Strategy for Antiracism** is to "be open-hearted, with grace towards ourselves and others, be authentic and present, aware of the physical and emotional impact of the work of anti-racism." This open-heartedness is key to creating a welcome that creates space for all God's children, even those amongst us who fear such change.

At St. C's we believe antiracism is a way of being–a way of striving, of supporting one another, of setting priorities and living God's love. Embedding this way of being as a central tenant in our Welcome Training is critical to our commitment to become an antiracist church. Our sincere hope is that our welcome becomes a spiritual pathway for us to see the will of God and become active participants in Beloved Community that calls us away from fear and into togetherness and true belonging.

The ATF invites you to consider addressing the concepts below in our parish-wide Welcome Training.

- Naming and providing a framework for us to think about our blind spots.
- Examining the true nature of existing relationships with people of color, LGBTQA+ people, the poor, those with different lived experiences. How often are we in right relationship with these neighbors? What are the inherent power imbalances we bring to these meetings/relationships? How might these play out in our parish?
    - Eg - many St. Columban's interact primarily with people of color in the metropolitan DC area in services roles (assistants, staff members, city workers, nanny, help v. friends, confidants, family, people around their dinner table)
- Release language of ownership when extending welcome – "my church" v. "our church." Release assumption that because you don't know someone that they are new or not an integral member of the St. C's community.
- Embrace the living, ever changing community that is St. C's and everyone who enters changes the nature of our fellowship and worship as we create the Beloved Community. Move "guests" from the margins to the center and begin to co-create and share power to influence what our parish looks like and its direction.
- Build comfort with change – we cannot stay the same and radically welcome. This realization often causes fear (fear that traditions / "comfort zone" are being erased) and a rejection of others because there is a sense of loss, akin to NIMBY thinking – "I am all for antiracism just as long as nothing in my life has to change."

- Acknowledging grief and fear that St. C's will be different, but ground this in awareness of the spiritual transformation Christ is taking us all through as we create the Kingdom of God on earth. Create ways to onboard newcomers at all phases of life – from young families, young adults, couples without children, singles – offer ways for everyone to plug-in and change, and be changed by, St. C's.
- Bring awareness to, and ownership of, the ways we hurt each other unconsciously. We have used this definition of microaggressions (macroaggressions) in our work:
    - **MICROAGGRESSIONS:** Columbia professor Derald Wing Sue popularized the use of this term to refer to "brief and commonplace daily verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial slights and insults toward people of color," or that serve to "invalidate" (e.g. not sitting next to a person of color in a classroom, on public transportation, etc.). Since microaggressions are often unintentional, this is an area (like other concepts listed here) in which it is helpful to distinguish between intent and impact, and to honor both truths. Many people of color speak about how exhausting it is to deal with these frequent "small" moments that add up, and that can take much energy to deal with on a daily basis.
- Bring awareness to the **characteristics of white supremacy culture**
- Offer true invitation – the critical distinction between being "inviting," "inclusive," and "radically welcoming":
    - Inviting: "Come in and be like us."
    - Inclusive: "Come in, we'll add your photo to our brochure."
    - Radical Welcome: "Come in and bring your whole self. We are willing to change our music, our leadership, and our habits to better reflect the God we see in you."
- Also extending invitation to participate in the life of the church to all parishioners, not just a chosen few. We often extend invitations to those who have previously served, i.e. "known" quantities.
- Embrace mutual reciprocity, understanding that the congregation needs the gifts of the newcomer as much as the newcomer needs the community.
- Reaching outside of St. C's in partnership – engaging in the neighborhood not to "fix" it, but to partner with existing organizations and leaders.

We are excited to partner with you in this work. Thank you for your consideration.

ATF Welcome Committee
Kesha Evans evansphilpott@outlook.com
Katharine Huffman khuffman@rabengroup.com
Christina McAllister dclingling@yahoo.com

Session 4

Administration Systems

Session Highlights:

- Proper administration of our ministries helps ensure their longevity and vibrancy, especially when there are changes to staff
- Be aware that staff are largely unavailable during evenings and weekends
- If you're not sure who to contact for help, you can always call or email parishoffice@columba.org to pointed in the right direction

Handouts:

- Session Overview
- Staff/Volunteer Code of Conduct
- Ministry Leader Manual
- How-To Guides:
  - Realm
  - FMX
  - Publicity Requests

Administration Overview

The following is a brief overview of the systems, policies, and frequently asked questions covered in Session 4. For more detailed instructions, see the how-to guides below.

Realm

- Realm is a system of databases that we use to organize parishioner information, ministries and events
- It should be used to track your group's meetings and attendance, and for others to register for any community events
- It can also be used to send group communications
- For help with Realm, contact Katie McGervey at kmcgervey@columba.org

FMX

- FMX is our scheduling platform, which automatically updates the building calendar
- If you need to reserve space in the church for any reason, you should submit a request on FMX
    - If your group is meeting at the church, it should be put into both Realm and FMX
    - If your group is meeting somewhere it else, it only needs to be put into Realm
- Each Friday, the FMX calendar is used to program our door security for the next week- if you submit an event after that deadline, please email the Operations team at scoperations@columba.org so we can update our security programming
- For help with FMX, contact Sarah Froonjian at sfroonjian@columba.org

Finances

- Submitting reimbursements via the digital form is highly preferred- however, paper copies are also available in the office copy room
- For ministries with budgets, budget reports will be provided quarterly
- For any budget-related questions, please contact Torie Proctor at tproctor@columba.org

Publicity

- Submit the publicity form to request advertising for your ministry event
- Review your ministry's information on our website annually, and submit any changes via the website edit form
- For any communications-related questions, contact Lauren Devito at ldevito@columba.org

MINISTRY LEADER MANUAL

Policies, Guides, and Best Practices

ST. COLUMBA'S
EPISCOPAL CHURCH

4201 Albemarle Street NW, Washington, DC 20016
202-363-4119 • Columba.org

Dear Ministry Leader,

Thank you for giving your time and talent to St. Columba's. Serving in a ministry is one of the vital ways we live our Christian profession, declaring our willingness to be loved by God and to love each other. Offering yourself as a ministry leader is a commitment we truly appreciate.

Ministry at St. Columba's doesn't happen in a vacuum– it happens in the community. This booklet is designed to give you the tools to organize and develop your community, as well as provide basic information to navigate working with the church. Our clergy and staff are committed to supporting you as a leader and are always happy to meet or pair you with the right resource.

We hope that your time in ministry will be filled with hope and that you see the wonderful things God is doing through your work.

Thank you for joining us in ministry!

Blessings,
The St. Columba's Team

St. Columba's Staff

The Rev. Dr. Hillary Raining	Rector
The Rev. Joshua Daniel (jdaniel@columba.org)	Senior Associate Rector
The Rev. Adelyn Tyler-Williams **(**atyler-williams@columba.org)	Associate Rector for Worship and Discipleship
The Rev. Cindy Dopp (cdopp@columba.org)	Deacon
The Rev. David Griswold (dgriswold@columba.org)	Deacon
The Rev. Joy Wallis (jwallis@columba.org)	Justice, Advocacy, and Community Engagement
The Rev. Susan Flanders (sflanders@columba.org)	Priest Associate
Anne Timpane (atimpane@columba.org)	Director of Music
Courtney Hundley (chundley@columba.org)	Pastoral Care Coordinator
Fiona Schieve (fschieve@columba.org)	Facilities Coordinator
HyeSung Hwang (hhwang@columba.org)	Associate Director of Music
Jamal Williams (jwilliams@columba.org)	Technical Arts Director

John Guenther (jguenther@columba.org)	Verger
John Wunderlich (jwunderlich@columba.org)	Director of Youth Ministry
Katie McGervey (kmcgervey@columba.org)	Director of Children's Ministries
Kate Murphy (kmurphy@columba.org)	Head of Nursery School
Lauren Devito Kopek (ldevito@columba.org)	Chief Communications Offer
Marina Davis (mdavis@columba.org)	Library Assistant
Mohammad Abdi (mabdi@columba.org)	Sexton (Facilities)
Rachid Gana (rgana@columba.org)	Pressman
Sara Curtin (scurtin@columba.org)	Wee Worship Musician
Sarah Froonjian (sfroonjian@columba.org	Parish Administrator
Stephen Cooper (scooper@columba.org)	Head of Water Ministry
Torie Proctor (tproctor@columba.org)	Chief Operations Officer

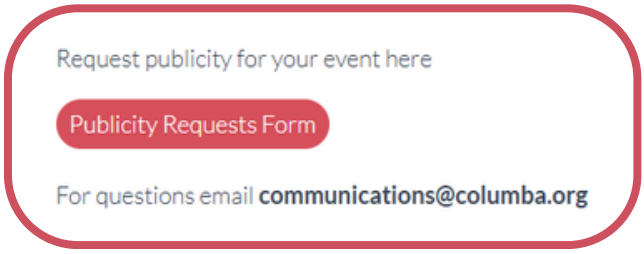
General Information

Copying
Small jobs (less than 100 copies) may be completed on the church copy machine. Please contact the Parish Administrator in advance of your copying needs.

Church Mailings
Generally, each group is responsible for its own mailings and the office postage machine is reserved for in-house mailings. Groups with budgets should take care of their own postage, stuffing, and labeling. If your group does not have a budget, please contact the Parish Administrator for assistance.

Official Brochures, Website Information
Please review how your ministry is described in our materials (brochures, website, etc.) at the start of every program year. For any changes, please contact the Chief Communications Officer.

Advertising Offsite Events
To have your group's offsite events posted on our website, you'll need to submit a publicity request form. To find the form, go to **columba.org/parish-events** and scroll down until you see the red Publicity Requests Form button.



Onsite events are automatically published on our calendar. However, you can also request that they be advertised via our eNews or community mailing lists by submitting the publicity request form.

Membership Recordkeeping
Realm is our parish database, and should be used to keep accurate records of your group membership. With Realm, you can access the church directory, set up event registration, and stay in touch with your ministry. See our Realm Reminders handout for more information, and reach out to the Parish Administrator with any questions.

Collection Boxes
If you wish to place collection boxes or other items around the church building, please email the Facilities team at **scoperations@columba.org**.

Displaying Flyers
If you would like to display a flyer advertising your ministry's event, please email the document to the Chief Communications Officer at least two weeks in advance for approval. If you need help designing the flyer, please include the following information: event title, ministry name, event date(s) and times, location, and a short description (≤50 words).
Approved signs may be posted on bulletin boards and in sign stands throughout the building. Signs may not be posted on main entry doors or be taped to walls.

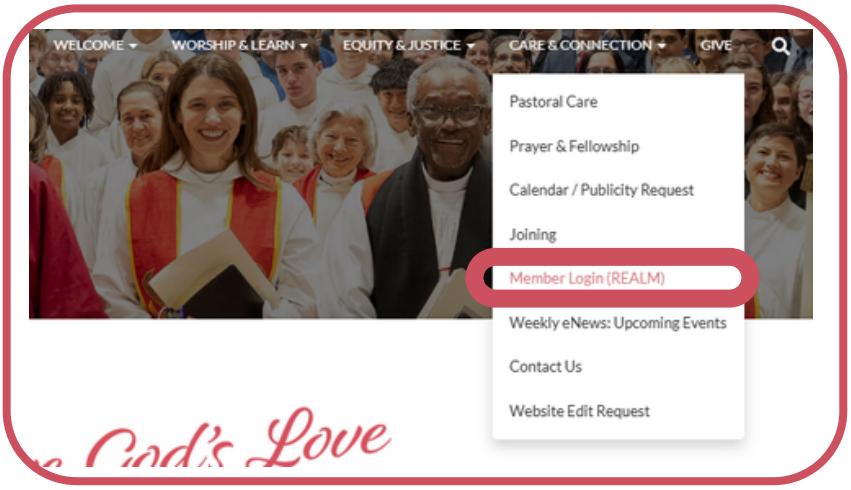
Requesting Space at St. Columba's
If you would like to hold an event or meeting in a room at St. Columba's, you will need to submit a scheduling request via our FMX system at least two days in advance. To create an account or access the form, please go to **columba.org/parish-events** and follow the instructions listed below the calendar. For more information, see our FMX Event Scheduling Guide handout or contact the Parish Administrator with any questions. (Note that FMX is only for processing space reservations, and ministry meetings or events that require registration should <u>also</u> be recorded in Realm.)

Tabling in the Common
FMX is also now used to reserve space in the Common for tabling about your ministry on Sunday mornings. To maintain a presence at all services, you should plan to have your table staffed between 8:30am and 1pm.
Please note that materials cannot be taped to walls, and there is no tabling on Palm Sunday, Easter Sunday, or Christmas.

Communicating with your Ministry

Via Phone

Paper directories are no longer available. To access updated parishioner phone numbers, please use the Realm database. For more information, including login instructions, please visit our website at **columba.org**, hover over the Care & Connection tab in the upper right corner, and click Member Login (REALM)



Via Email

Parishioner emails can also be found on Realm. To easily email all ministry members, you can create a contact group using your email platform's address book or contact the Chief Communications Officer to set up an official group listserv.

Please confirm your members' contact information at the beginning of each program year, and remind members to check their email settings so that group messages are not sent to the Spam folder. If you notice that someone's contact information is out of date in Realm, please email the Parish Administrator.

Creating Accessible Materials

To ensure that your printed or digital materials are accessible to those with sight disabilities, please keep the following recommendations in mind:

- Documents should have high levels of contrast- use dark text on a very light background or white text on a very dark background
- Graphics should be simple, and digital documents should include alt text for any images
- Use clear and concise headings
- Many programs, such as Microsoft Word or Canva, have an Accessibility Check feature to help identify any changes that might make your document more readable

Ministry Meetings

Meeting Location

In addition to following the guidance above to reserve space at St. Columba's, you're welcome to schedule ministry meetings wherever is most comfortable or convenient for your members.

Prepping and Running Meetings

Before the meeting:

- Plan an agenda and send it out to all members in advance- try to prioritize the most urgent topics first and be realistic about the time they might take to discuss
- Reiterate the location (including a Zoom link if applicable), start time, and end time

During the meeting:

- Give members time to arrive, but try to start on time
- Open with a prayer
- At the beginning of the program year, or any time there are new members or guests, make time for introductions- you may want to use name tags as well
- Assign a member to take notes during the meeting, making sure to record any action items and the person responsible for the task
- Try to stick to the agenda and nudge the conversation back on track when needed, keeping the end time in mind
- Thank everyone for their time and close with a prayer

After the meeting:

- Assign a member to distribute the meeting notes, ideally within a week of the meeting
- Check in or send reminders between meetings as needed
- Take time to thank your members, especially after events, busy periods, or at the end of the year
    - Appreciation can take many forms, such as:
        - Sending thank you notes, or cards to mark special occasions
        - Creating certificates to recognize work or other achievements
        - Inviting a member to become a mentor within the group
        - Publishing a shout out in our eNews or bulletin
        - Recognizing youth as they graduate
        - Planning a potluck, picnic, or other get-together

Building a Sustainable Ministry

What is a "sustainable ministry"?
Although a ministry will naturally grow, morph, or close as the needs of our community change, we aim to create resilient groups that will function well over a long period. As demonstrated by Paul's investment in young leaders like Timothy and Titus (1 Tim. 4:12-16, Titus 1:5), strong leadership and planning are vital components of building a sustainable ministry.

A sustainable ministry:

- Clearly identifies a concern (in our local community or beyond) to which it will respond, and which is not already being addressed by an existing ministry
- Develops a plan of action to address that concern, demonstrating knowledge of the culture to be served and proposing a budget if necessary
- Works collaboratively with established groups inside and outside of the parish, without duplicating existing efforts
- Has the committed participation of at least 5 parishioners
- Has clear group organization, with an identified leader, co-leader, and mentee/successor
    - Decide on a standard leadership term and have handover materials prepared to help onboard the new leader
    - Consider remaining an acting member even if you have stepped down as leader!
- Meets regularly and considers, through prayer, study, and reflection, how faith is being put into action through the ministry
- Invites and welcomes new members
    - Create a standardized onboarding plan and identify current members to help shepherd the process
- Annually reviews its activities and goals
- Is mindful of the relationships among group members

Finances and Fundraising

Ministry Budgets

The Vestry, through its Finance Committee, approves our annual budget in June. Leaders of non-outreach ministries must submit a proposed budget through their staff liaisons in March-April. The proposed budget should consist of a list of line items and amounts that encompass all funding needs for the ministry. Once the Vestry approves the budget, monitoring and distribution of funds is overseen by the Chief Operating Officer. Each ministry leader, or their designee, has complete authority over how the ministry budget is spent.

Reimbursements

Expenditures will be made out of pocket by the ministry leader or designee, who must then submit a reimbursement form and receipts within one month of the purchase. Typically, reimbursements are paid out by the church within one week. The digital form, which is highly preferred by the finance team as it automatically calculates totals and includes department/ministry codes, can be downloaded at **www.columba.org/st-columbas-expense-reimbursement-portal.** Paper copies can be found in the copy room of the parish office (room 237) in the top right drawer across from the staff mailboxes. If applicable, both the person who made the purchase **and** the ministry leader must sign the form, and you must provide the **original receipts.** The signed form and receipts should be left in the Parish Administrator's mailbox.

St. Columba's is a tax-exempt organization, and thus should not pay sales tax in DC. Copies of our tax-exempt certificate are available from the Parish Administrator, but the church will reimburse for sales tax if it is paid.

Fundraising

The following guidelines have seen set out by our Stewardship Planning Committee. If you have any questions about the guidelines or any fundraising activities, please contact the Chief Communications Officer.

- With the exception of the circumstances described below, the only direct appeal to parishioners for monetary pledges or contributions will be for the annual stewardship pledging campaign or for periodic capital campaigns. Therefore, no parish group or individual may solicit contributions from individual parishioners by mail, phone, or in person for any purpose other than stewardship or capital campaigns
    - Fundraising projects and events must be sponsored by a group to support a specific mission. Requests to hold fundraising events or sales must be submitted for approval in writing to the Chief Communications Officer at least 6 weeks in advance. The Committee will consider proposals for approval at their regular meeting

    - A wrap-up report must be submitted to the Director of Communications at the conclusion of any fundraising project or event. The report must include the total amount of money raised, the number of parishioners involved (or your best estimate), and any other information the sponsors wish to include for official records
- No parishioner or parish group may solicit funds from individuals, businesses, or organizations in the name of St. Columba's Church without prior approval from the Stewardship Planning Committee
- Outreach Mission Groups may apply for grants from sources outside the parish. Grant proposals must be approved by the Outreach Steering Committe
- No fundraising may take place on Christmas, Palm Sunday, Holy Week, Easter, or Pentecost

ST. COLUMBA'S
EPISCOPAL CHURCH

St. Columba's is a welcoming Christian community that seeks to be open in spirit, deep in faith, rich in worship, and active in service.
May the Lord bless and guide you as you go about His will.

ST. COLUMBA'S
EPISCOPAL CHURCH

REALM REMINDERS

Guide for Ministry Leaders & Groups

Important Reminders:

- Encourage ministry members to **upload** a profile picture
- **All** registration events must be entered by staff into Realm, but group events can be added by group leaders
- Attendance **must** be taken at all events

How to Upload a Profile Picture In Realm

Scan this QR Code using your phone to watch a tutorial video:

Or type this URL into your internet browser:

https://www.youtube.com/watch?v=_B2_4JADN50

What is Realm?

Realm is a parish administrative database system, made up of the following components:

- **Realm Database** - the full database accessed through a web browser. Used primarily by staff to manage parishioner demographic and stewardship information, to create and manage reservations events, to communicate with programatic groups, like choirs or Sunday Forum classes, and more.
- **Realm Connect** - App based or desktop based access to Realm for parishioners. Provides access to the directory, registration and group events, taking attendance, and more.
- Realm Shepherd - App based access to Realm for staff. Used primarily for pastoral support.

How can Realm support your ministry?

- Communications - easily send email to all group members or ministry volunteers. You can also send messages to individuals or smaller subsets of your full membership (eg. subcommittees or serving teams).
- Members manage their own information - if a member's phone or email change, they make the change in Realm and when you send communications you do not have to update their information.
- Schedule meetings and volunteer sign ups.

Is your ministry a group or a serving team?

- **Group** - a ministry or program group in which members do not serve regularly (eg. a youth Sunday Forum class or a choir or the environment committee).
- **Serving team** - a ministry in which volunteers serve regularly (eg. the Water Ministry, the altar guild, the Lay Eucharistic Ministers).
- As part of setting up your new ministry or beginning to use Realm with an existing ministry, you will meet with Katie or Sarah and they will determine which type you are and get you set up correctly in Realm.

Events: Registration, Group Event, or Serving Team Schedule

- **Registration Events** - used for one time or recurring events that are open to people outside of your group or require a fee to be charged. Attendance should be taken using at registration events.
- **Group Events** - used for one time or recurring events that are for the conduct of your regular ministry work. Attendance should be taken at group events.
- **Schedules** - used by serving teams to set up recurring times for volunteers. If a serving team wanted to have a training or potluck they would use a registration event that would only be shared with their group members.

How to Create a Registration Event

Send an email to Sarah at parishoffice@columba.org with the following information:

- **Title:** clearly and succinctly communicate what the event is (max. 50 characters). Use the same title you are using in publicity and space reservations.
- **Description:** in 50-100 words, describe what the event is, whom it is for, fees or other requirements, and the time and location.
- **Time/Location:** include the date, start/end time (and if/when the event repeats), location (address or room at St. Columba's).
- **Contact:** this is the point-person for your ministry or group who will answer questions about the event.
- **Check-in Method**

Sarah may also need some or all of the following information:

- Do you need multiple registration types, eg. kids and parents or different volunteer roles?
- Is there a registration cost or additional fees, eg. cost for optional lunch?
- Other information you need to collect from registrants such as dietary restriction or special needs?
- Flyer or additional info sheet to include on the event page

Note: to reserve church space for your event, you will also need to submit a request on the FMX platform

How to Create a Group Event

Contact Katie at kmcgervey@columba.org to schedule a time for a personal tutorial. You will need:

- Title, description, date, time, location, contact person.

Taking Attendance at Registration Events

Parishioners cannot take attendance at Registration Events. When you create your event with Sarah, you will decide on which check-in method you will use. After the event, you should connect with your staff liaison who will enter the attendance for you.

Taking Attendance at Group Events

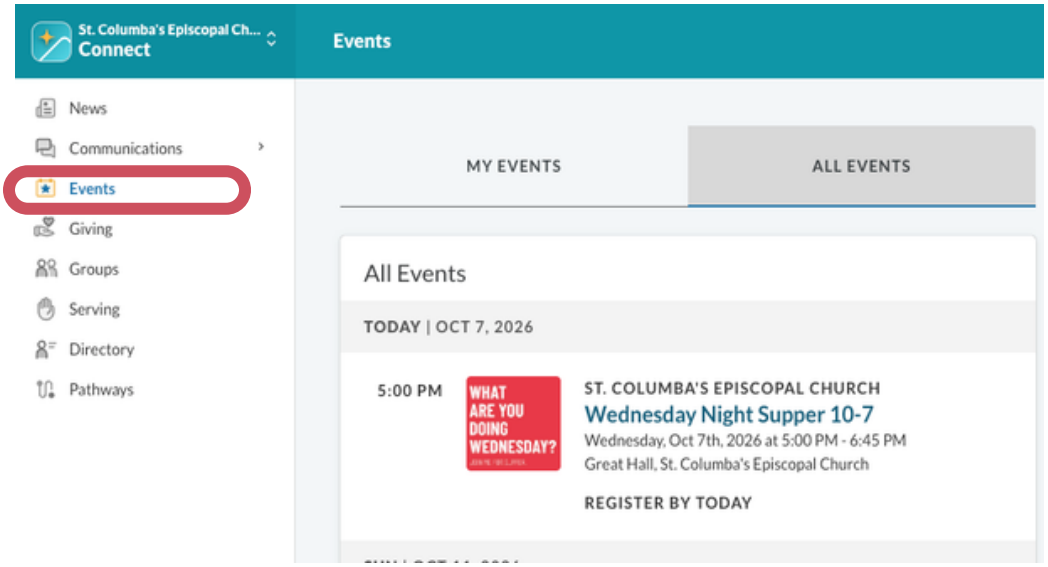
Scan this QR Code using your phone to watch a tutorial video:

Or type this URL into your internet browser:

https://tinyurl.com/howtotakegroupattendance

Registering for a Registration Event in Realm Connect

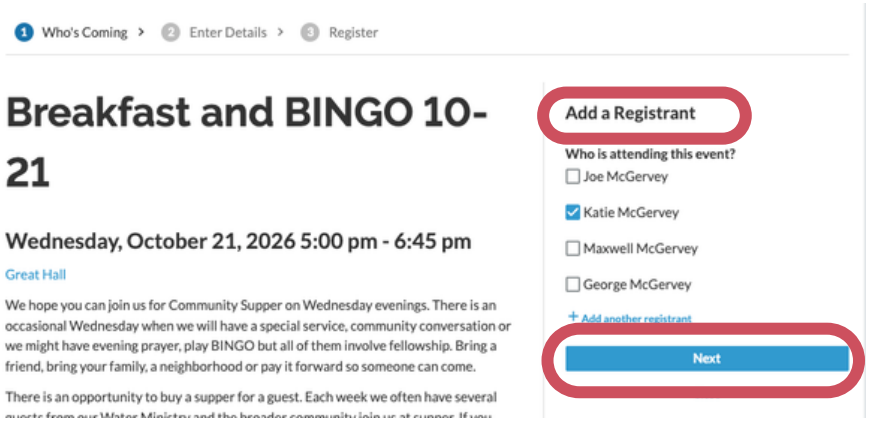
1. **Log in to your Realm account at www.onrealm.org/columba and select Registration Events from the left side menu**



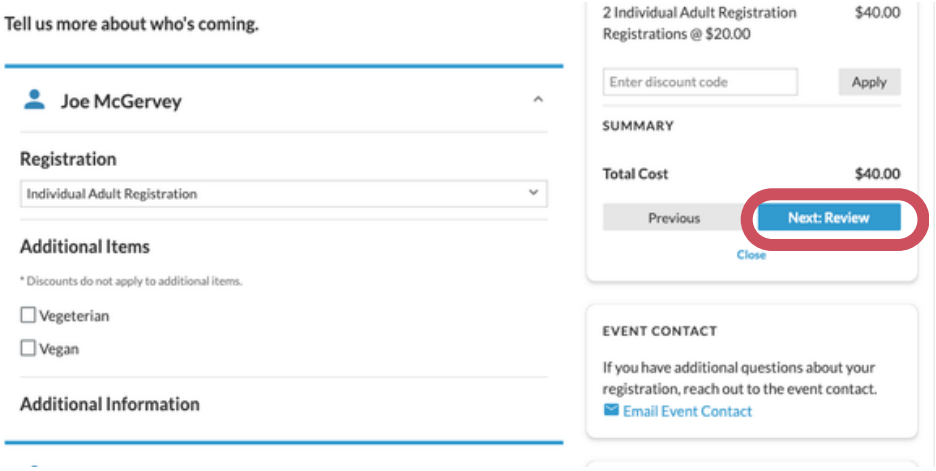
Note: if you don't have a Realm account, please email parishoffice@columba.org

2. **Scroll down to find your event and click Register**

3 If you are logged in, all of your family members will appear in a list on the right side of the screen. Click the check box for each family member who is attending. Then click next.



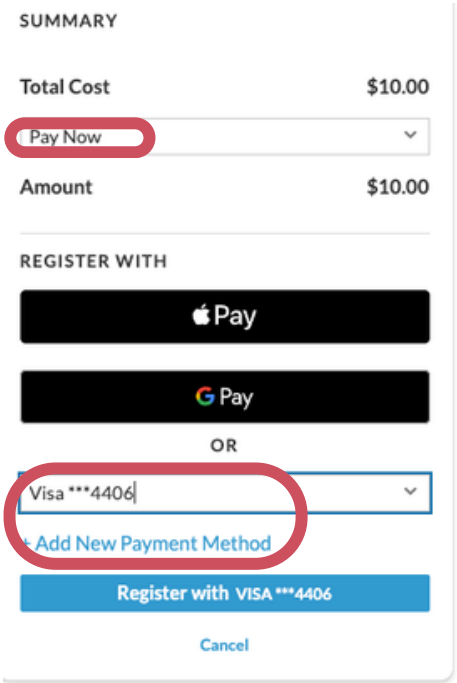
4 Tell Us More About who is coming: enter all the required information for each participant (registration type, additional items or custom questions). Then click Next: Review.



5 If the event requires payment, select Pay Now under Total Cost.

Then select a saved payment method or add a new one.

Finally, click Register to submit the form.



ST. COLUMBA'S
EPISCOPAL CHURCH

ST. COLUMBA'S FMX EVENT SCHEDULING GUIDE

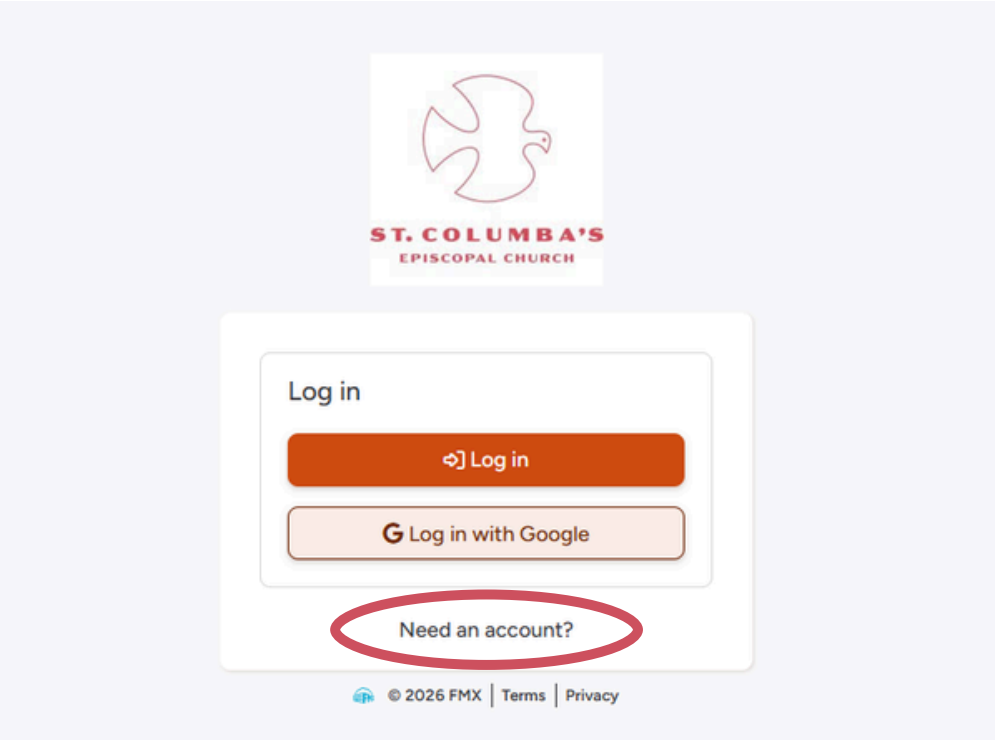
Step-By-Step Guide for Ministry Leaders

Important Reminders Before You Start:

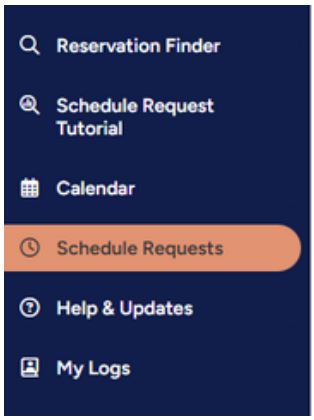
- You must create an account the first time you use FMX
- **Do not** log in with Google
- Required fields have an asterisk (*)
- Most required fields are drop-down menus
- Put **ALL** set up needs in the Event Set Up section (including furniture arrangement and technology needs)

1 Log In or Create Your Account

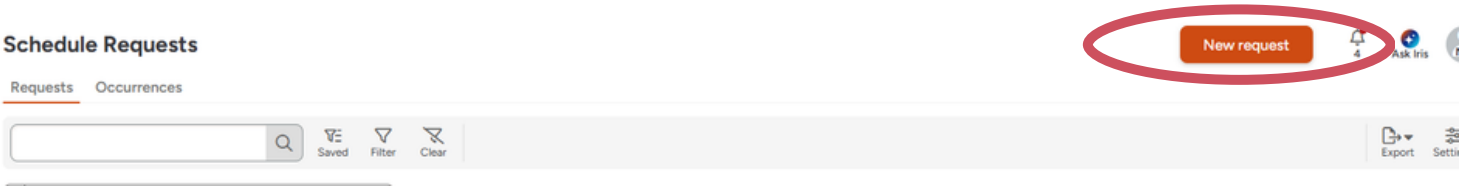
Use the orange Log In button or click Need an account?



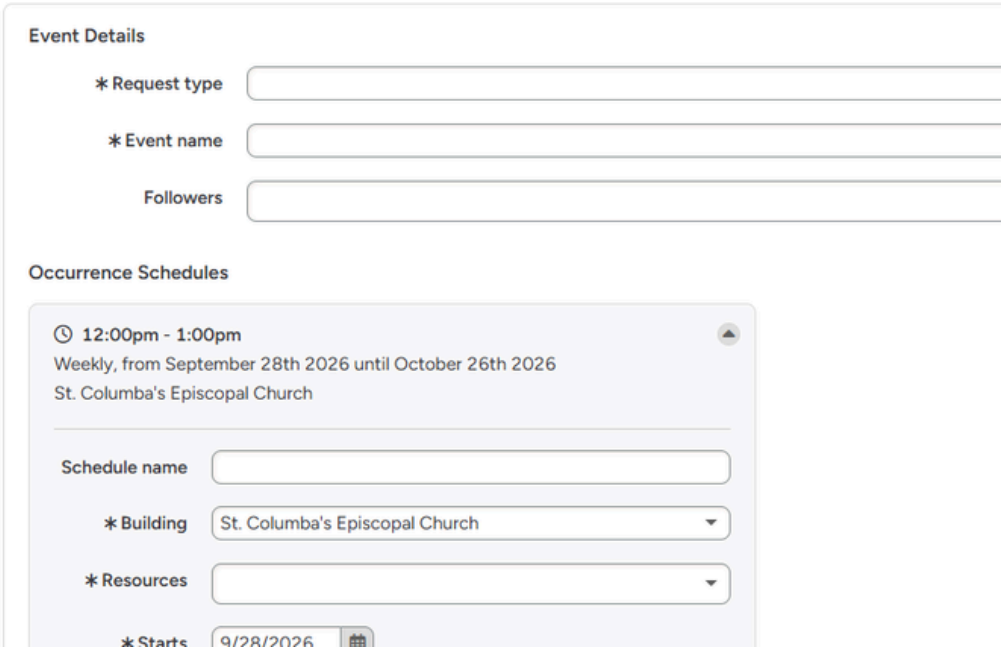
2 Click Schedule Request from the left side menu



Then click New Request in the top right corner of the screen



3 Fill in the Schedule Request form fields



***fields marked with an asterisk are required**

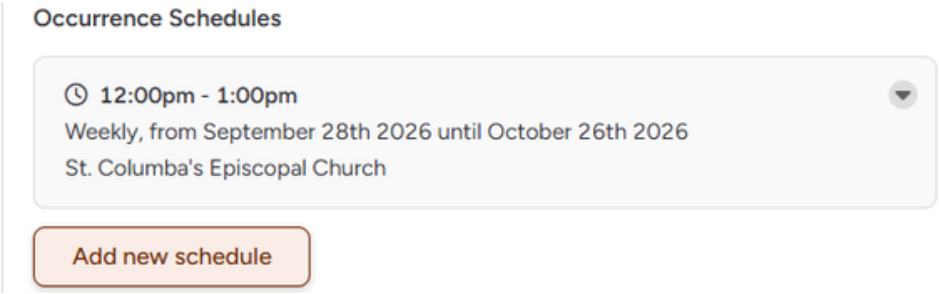
Section 1. Event Details

***Request Type:** select the event category (eg. Concert, Staff Event)

***Event Name:** title of the schedule request or event

Followers: add any additional users who you would like to receive progress update notifications - this user must have an FMX account

Section 2. Occurrences



Note: click anywhere in the gray box to expand this section

Add new schedule: the additional schedules function is for events that have multiple occurrences on different dates, in or using different locations. For example, if a choir is rehearsing in the Great Hall on Friday and has a concert using the Nave and Music Room on Saturday, they should fill out one schedule for their Friday needs and add a second schedule for their Saturday needs.

***Building:** St. Columba's Episocpal Church

***Resources:** select the room(s) where the event will take place

***Starts:** date the event starts - if this is an all-day event check the **All day** box

***From:** time the event starts (this should not include set up time)

***To:** time the event ends (this should not include breakdown time)

***Repeats:** this is the interval at which the event recurs:

- **Never:** the event occurs one time
- **Daily:** the event occurs every (**x**) days
- **Weekly:** the event occurs every week or every (**x**) weeks, on (**x**) days (use the day of the week checkboxes to select which days it will take place each week)
- **Monthly:** the event occurs every month or every (**x**) months
- **Note:** events that follow a pattern like "the second Saturday of each month" or "the first Tuesday of each month" should set the **By** field to "day of the week"
- **Yearly:** the event occurs every year or every (**x**) years
- **Custom:** the event occurs on multiple specific dates with no pattern

Ends: select when the recurring event will end

- **The following (x):** the event recurrences will end the week/month/year after the original date
- **After a certain number of occurrences:** this number includes the first occurrence
- **On date:** the event will stop ocurring after the specified date

Setup and Teardown Time: approximate how long it will take to set up or break down the event - this time is added to start/end time entered above

Section 3. Additional Details

Maximum Attendance Expected: please give your best ballpark estimate

Event Set Up Details: include all room set up and/or technology needs (eg., shape/number of tables, audio or visual components, etc)

Note on serving alcohol:

- Alcohol is permitted at events, with prior written approval from the operations team at scoperations@columba.org
- Designate an adult to oversee drink service throughout the event.- the designated person may not consume alcohol while serving.
- Service must be monitored, and anyone showing signs of intoxication may not be served additional alcohol
- Do not serve alcoholic beverages to anyone under the legal drinking age- if minors will be present, serve alcohol from a separate, monitored station to prevent underage access
- Alcoholic and nonalcoholic beverages must be clearly labeled, and appealing nonalcoholic options must be offered with equal prominence and accessibility
- Food must be served whenever alcohol is available- approximately 50% of the food offered should be substantial food, such as protein
- Alcohol must remain secondary to the purpose of the gathering, and consumption of alcohol cannot be the focus of the event or ministry
- The sponsoring group is responsible for ensuring that anyone who may become impaired does not drive and arranging alternative transportation if necessary
- Alcohol may not be served while official church business is being conducted

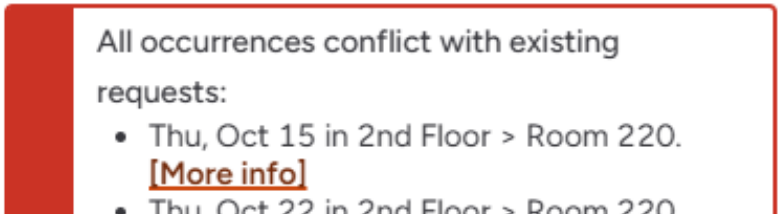
Additional Event Details: include anything else we should know here

4

Click the orange Submit button at the bottom of the page



If your event conflicts with one that has already been scheduled, a pop up will appear.



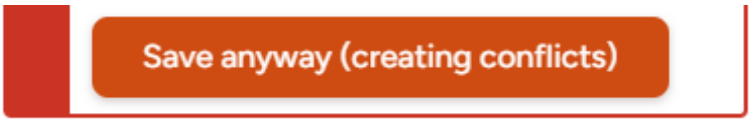
Click **[More Info]** to see the conflicting event

To check what other rooms are available during your time slot, click the **Reservation Finder** tab on the left-hand side and input your event information.



You can also always consult our full calendar at **www.columba.org/parish-events/**

If your group has specific set-up or technology needs that cannot be met in a different space, we may be able to accommodate a location change for the conflicting event. Click the **Save Anway (Creating Conflicts)** to submit your request and email or call so we can assess the alternate options.



Note: Ministries or groups of St. Columba's will be given priority, and external organizations cannot schedule conflicting events.

You will not receive a confirmation email when your request is submitted, but it will appear on our calendar and an email will be sent when it is approved or declined.

Questions? Email us at scoperations@columba.org or call at 202-363-4119

EVENT PUBLICITY FORM



PUBLICITY INCLUDES

e-news, social media, flyers,
video, signage and event photography

If you have specific needs, let's talk!

Remember to request your event space first, then publicity.

Both can be done by visiting:
columba.org/parish-events/

FOR QUESTIONS EMAIL
COMMUNICATIONS@COLUMBA.ORG

Session 5

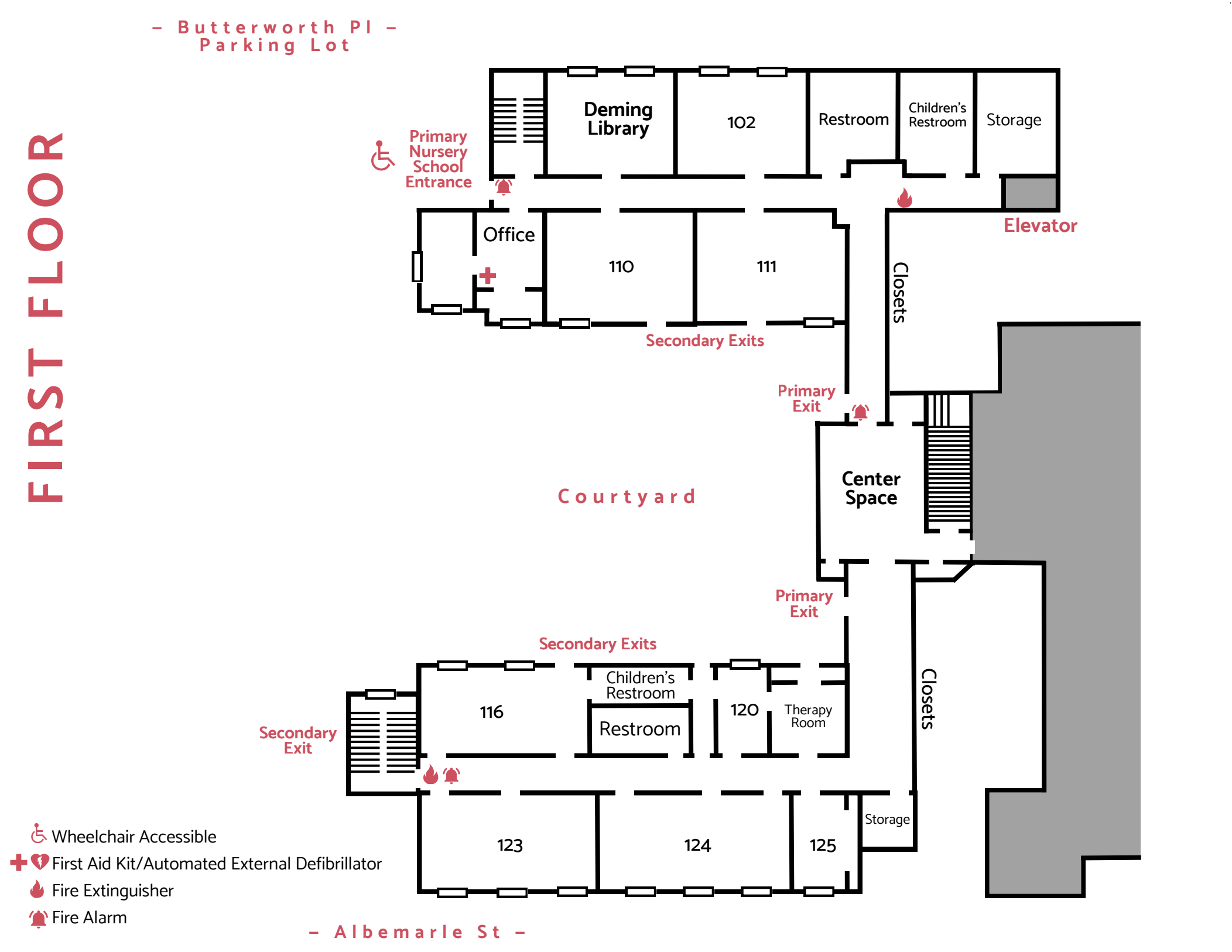
Walkthrough & Operations

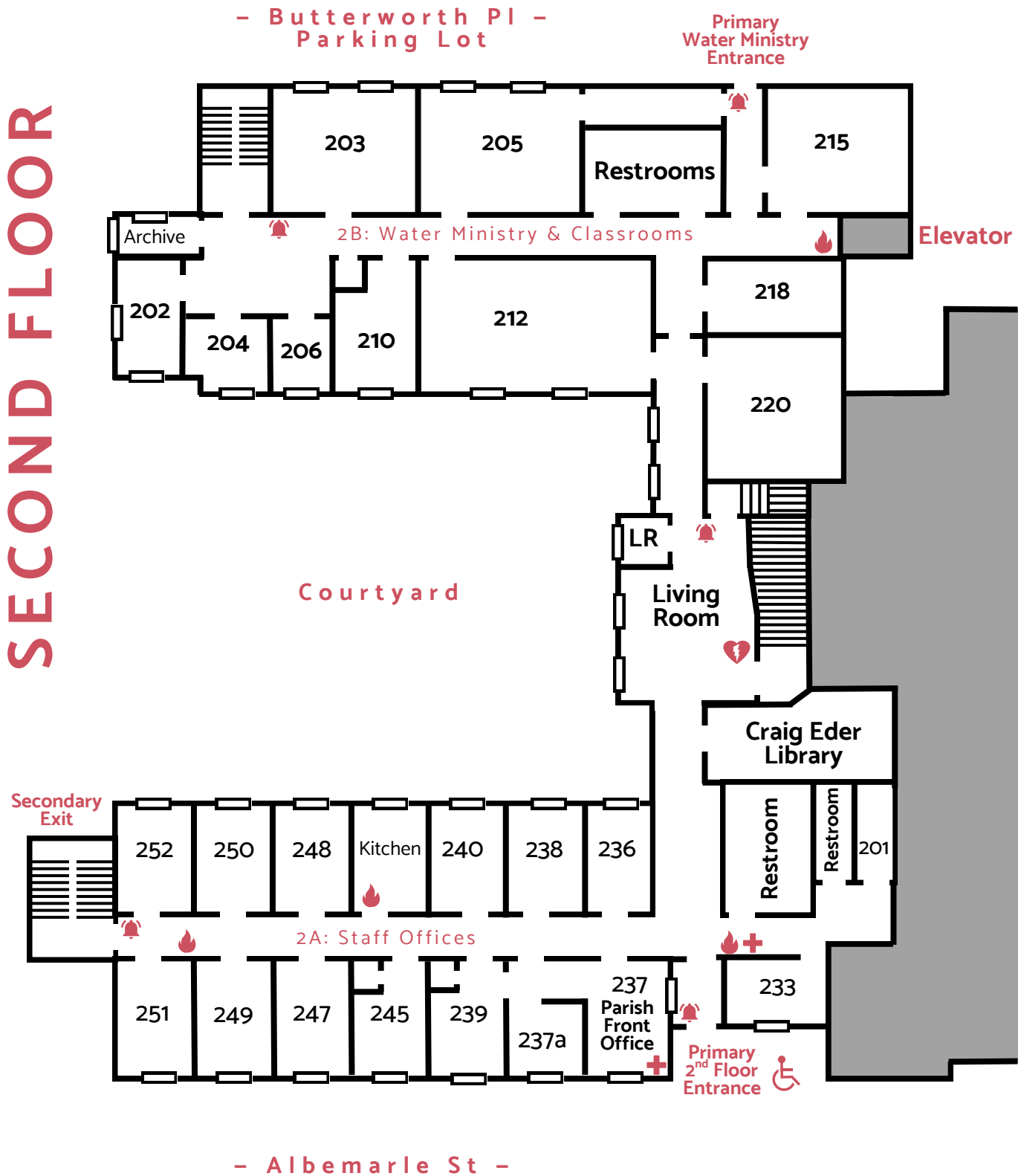
Session Highlights:

- Special building access needs should be coordinated with the Operations team at scoperations@columba.org
- Familiarize yourself with the location of first aid kits, Automated External Defibrillators (AEDs), fire extinguishers, and fire alarms
- Simplified guest maps for external visitors can be provided by contacting Sarah Froonjian at sfroonjian@columba.org

Handouts:

- Floor Maps

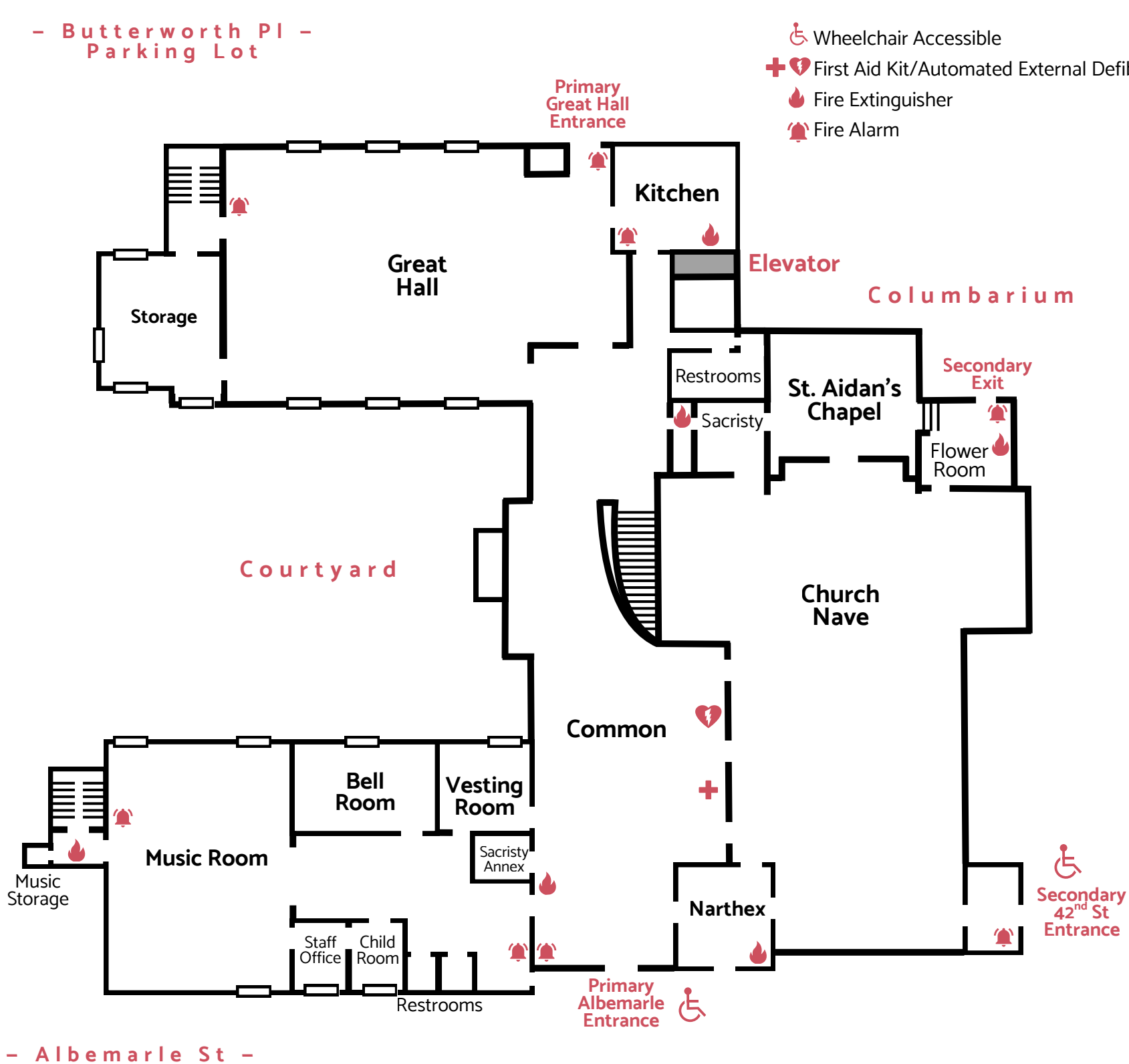

– Butterworth Pl –
Parking Lot
FIRST FLOOR
Deming Library
102
Restroom
Children's Restroom
Storage
Primary Nursery School Entrance
Elevator
Office
110
111
Closets
Secondary Exits
Primary Exit
Center Space
Courtyard
Primary Exit
Secondary Exits
Children's Restroom
116
120
Therapy Room
Restroom
Secondary Exit
Closets
Storage
123
124
125
Wheelchair Accessible
First Aid Kit/Automated External Defibrillator
Fire Extinguisher
Fire Alarm
– Albemarle St –



201 Storage
202 Godly Play
203 Summit
204 Jamal Williams, Technical Arts Director
205 Quest
206 Jenna Daniels
210 Storage
212 Conference Room
215 4th Grade Sunday School
218 Steven Cooper, Head of Water Ministry
220 Basecamp
LR
233 Rachid Gana, Pressman
236 Sextons (Facilities)
237 Parish Front Office
237a Sarah Froonjian, Parish Administrator
238 Katie McGervey, Director of Children's Ministries
239 Torie Proctor, Chief Operations Officer
240 John Wunderlich, Director of Youth Ministry
245 Fiona Schieve, Facilities Coordinator
247 Rev. Adelyn Tyler-Williams, Assoc Rector
248 Conference Room
249 Lauren Devito, Director of Communications and Courtney Hundley, Pastoral Care Coordinator
250 Anne Timpane, Director of Music
251 Rev. Dr. Hillary Raining, Rector
252 Rev. Dr. Joshua Daniel, Sr Assoc Rector

Wheelchair Accessible
First Aid Kit/Automated External Defibrillator
Fire Extinguisher
Fire Alarm

THIRD FLOOR


– Butterworth Pl –
Parking Lot
Wheelchair Accessible
First Aid Kit/Automated External Defibrillator
Fire Extinguisher
Fire Alarm
Primary
Great Hall
Entrance
Kitchen
Great
Hall
Storage
Elevator
Columbarium
Restrooms
Sacristy
St. Aidan's
Chapel
Secondary
Exit
Flower
Room
Courtyard
Church
Nave
Common
Bell
Room
Vesting
Room
Music Room
Music
Storage
Sacristy
Annex
Narthex
Secondary
42nd St
Entrance
Staff
Office
Child
Room
Restrooms
Primary
Albemarle
Entrance
– Albemarle St –