# Ministry Guide Template

This guide provides information helpful to everyone. Add it to both your parent guide and volunteer guide.

## Ministry Description/Mission

Contacts

Name

Title

Email

Office

Cell

Name

Title

Email

Office

Cell

Mailing Address

Pastor on call phone:

Doctor/Nurse on call phone:

Contact preferences, such as, “Please call the office phone or email for non-urgent matters. We will respond during office hours.

Office hours

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Website

Facebook

Instagram

Classrooms

**Children’s Classroom**

For ages:

Times:

Schedule:

Room number and location:

Suggested parking area and entry.

**Teenager’s Classroom**

For ages:

Times:

Schedule:

Room number and location:

Suggested parking area and entry.

**Adult’s Classroom**

For ages:

Times:

Schedule:

Room number and location:

Suggested parking area and entry.

**Parent Fellowship**

For ages:

Times:

Room number and location:

Suggested parking area and entry.

**Inclusion**

We encourage those with special needs to attend a typical program. A buddy is sometimes needed to help the student feel comfortable and participate in activities.

Activities

**-Weekday Programs**

**-Monthly Events**

**-Annual Events**

**-Service Opportunities**

Other Services

Campus Map (with parking and entry locations highlighted)

Emergency Procedures (where and when to meet their child)