



St. Matthew's Lutheran Church Small Group Ministry Application and Proposal

[Instructions and Application](#)

ST. MATTHEW'S LUTHERAN CHURCH 425-226-2420

ST. MATTHEW'S LUTHERAN CHURCH

Small Group Ministry Application

FUNDING REQUESTED

YES _____ NO _____

MINISTRY LEADER INFORMATION

Last Name	First	M.I.	Date
Street Address	Apartment/Unit #		
City	State	ZIP	
Phone	E-mail		
Start Date	End Date		

Emergency Contacts

Name	Phone	Email

CO MINISTRY LEADER INFORMATION

Last Name	First	M.I.
Street Address	Zip	
City	State	
Phone	Email	
Start Date	End Date	
Emergency Contacts		

Participants (if known)	Name	Email	Phone

HOW TO START A SMALL MINISTRY AT SMLC

A. Fill Out Short SMLC Ministry Application

B. Conceptualize your ministry/event, then write a short proposal to attach to the Ministry Application. This information will be submitted to staff and/or church council. Be sure your proposal answers:

- 1. Name?**
- 2. What is this?**
- 3. How does it benefit the community?**
- 4. How is ministry/event funded? Include details if fundraising will be used**
- 5. What types of support is needed from SMLC? Needs from staff?**
- 6. Will event be indoor or outdoor? If outdoor, do you need rain contingency plan?**
- 7. Duration? When will ministry/event begin? (Years, months, weeks, etc.) Meeting day/frequency/length? Where will you meet?**
- 8. Supplies for your ministry/event will come from? Will you need short/long term storage space?**
- 9. Will this be a multigenerational ministry/event? Will children need a leader(s) to assist? Will adults need to submit background checks?**
- 10. Will additional insurance riders be needed? Will there be any hazardous materials used?**
- 11. At the top of the page you may request funding for up to \$500 for your ministry. Please check 'Yes' or 'No' to reflect your needs.**

C. Upon approval of event/ministry, book time with Libby at church, so your event will be added to the church calendar

D. Start advertising your event. The Weekly, SMLC newsletter, SMLC Facebook page, Church announcements, flyers for welcome table and posting flyers around the church and neighborhood, are great ways to get the word out.

E. HAVE FUN!!

HOW TO START A SMALL MINISTRY AT SMLC

How to Advertise Your Ministry at SMLC

Bulletin - E-mail Libby (stmatthewschurch@comcast.net) with text you want included by Wednesday evening to be included in Sunday's bulletin. Please include all contact information and keep the paragraph to a maximum of 3-4 sentences. Pictures will not be included in the weekly bulletin. This submission will also include your announcement in the rolling announcements that are projected at Sunday morning (10am) worship

Constant Contact - E-mail Libby (stmatthewschurch@comcast.net) with text you want included by Monday or Tuesday morning. Please keep information to a maximum of 3-4 sentences. Pictures (jpg format) may be included. Constant Contact is sent out Tuesday or Wednesday of every week.

Messenger/Newsletter - E-mail Libby (stmatthewschurch@comcast.net) with text you want included by the 3rd Tuesday of the month. Please include all contact information. Pictures (jpg format) may be included. The newsletter is mailed around the 4th Wednesday or Thursday of each month.

Facebook - Any member of the St. Matthew's Renton, WA Facebook group can post on the St. Matthew's Timeline or create an event in the group. To create an event, click "Events" on the left side of your screen, then click the blue "Create Event" button towards the top right of the screen. You can repost as an event approaches since it ends up towards the bottom of the feed over time. As you type your post, please be mindful of St. Matthew's Core Values and Welcome Statement.