



Leader Information Packet

Revised 4-4-2025*

*We will update this document as needed before each quarterly Ministry Team Meeting. If you have any questions about whether the information is up-to-date, please contact office@shawneealliance.com.

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Message from Pastor Kris

Thank you for serving the kingdom through your ministry involvement at Shawnee Alliance Church! Life Transformation happens through different ways of discipleship, serving and connection; and your part in our community is helping to drive this mission forward. We value your part in the local church and the mission of bringing the love of Christ to our community and world. My prayer is that the information included in this packet is helpful and gives you resources that benefit the continued growth and development of your ministry.

LeaderZone

LeaderZone is now available at: shawneealliance.com/leaderzone. This will include tools for leaders to utilize, such as:

- **Promo Form:** shawneealliance.com/promo
- **RightNow Media:** shawneealliance.com/rightnow (invitation page for leaders and group members to use)
- **Planning Center Groups:** shawneealliance.com/groups
- **Planning Center Calendar:** shawneealliance.com/calendar
- **Church Center App:** download at shawneealliance.com/app or scan the QR code below (for attendance and messages to your group)



Book and video studies are available in the small group resources area in the East Campus, located in the hallway cabinets at the East Kitchen Entrance (near the LifeWise Rooms & Kids Min back door). To view a list of studies available or ask any further questions, please email Josh: josh@shawneealliance.com.

The Purpose of Ministry at Shawnee Alliance

Transformed lives! Building a community of faith... Leading people to become fully transformed followers of Christ.

At Shawnee Alliance, we start with the overall mission/vision of “Transformed Lives” and communicate this through all our ministries. How do we do this? By understanding that discipleship, growth and true transformation happens as people come together to study the Scripture, share life together, learn together, and care for one another. So whether you are part of a mission trip, a leader of a group or ministry, or organizing an event, you are an influential part in equipping others to do the same thing in their lives and communities. Bring Jesus to everything!

7 Guiding Questions as You Begin a Ministry

1. How will this ministry engage people to contribute to Transformed Lives?
2. What support/equipping/resources do/will you need from the church?
3. What are your expectations for this ministry/mission?
4. What are your specific goals for this ministry/mission and how will these goals be measured?
5. How will Christ be made known through this ministry?
6. What can you do to prepare this ministry/mission to be most effective?
7. Will you train another disciple to lead/assist with this ministry/mission? Who will you empower as part of your team?

Two Types of Ministry

What is the difference between a group and a ministry? When we define a group, we refer to a set number of people that come together to learn and talk about life together (inwardly focused). When we talk about a ministry, we have a focus that is primarily outside of the group, with a mission driven by a specific outreach or need.

Examples:

Small **Group**: 6 to 10 people (numbers will vary) that get together for a Bible study, prayer and dinner. These groups are designed as a connection point outside of Sunday services. It is in these groups that people get together, support, encourage and pray for each other throughout the week.

Benevolent **Ministry**: a ministry of Shawnee Alliance that has designated funds, as donated by the congregation, to help those in our church and local community that have financial hardships. It is a ministry in which we bless the families by meeting a financial need and taking the opportunity to pray for them.

Facility and Resource Scheduling

Whether to schedule a regular meeting time or special events you'll likely need access to the facilities and resources of the church. To schedule the facility:

1. Fill out the [Facility Use and Rental Request Form](#) at the bottom of our website. If you have any questions, please contact the office at 419-991-6546. Please remember that you will need to reserve set up/tear down time for your event.
2. If promotion of the event is desired, please fill out the information in the [Promo Form](#) at the bottom of the website. If you have any questions, please contact Liz at liz@shawneealliance.com.

Promoting Ministries and Events

It is important for people to know what is going on! Here are the key ways the church can assist you in promoting your event:

If you would like the church to promote a group/event in your ministry, please fill out [Promo Form](#) at the bottom of our website. This provides us with the important details, as well as contact information to obtain more information if necessary. If it will be held at the church, feel free to contact the office at 419-991-6546 first to confirm that your date(s) and room(s) are available. The [Facility Rental Form](#) may also be helpful to you and can be found at the bottom of our website.

There are multiple methods you can use to promote your event. Events are usually promoted in the way they are requested in the promo form, but staff modifies the process as necessary to adhere to promotion guidelines and other considerations.

1. **Social Media**: used for events hosted by Shawnee Alliance that we believe apply to 50% or more of the congregation. This is necessary to ensure we are always putting relevant information in front of people so we can reach more people overall.
2. **SnapShot e-Newsletter**: a quarterly Newsletter emailed to our congregation to communicate church vision as well as upcoming events, opportunities for volunteering and donating, etc.
3. **Monthly Update**: a monthly printout in our church lobbies that includes upcoming events, a Bible reading plan, and a few church highlights.
4. **Events page on the website/Church Center app**: shawneealliance.com/events is used for church or community events that we want to support. This option is especially helpful for events that require registrations because it offers the ability to receive email notifications when people register.

5. **Groups page on the website/Church Center app:** used for ongoing groups/ministries at shawneealliance.com/groups. After your group has been set up, you receive a leader email with access to update information or take attendance. You can even do all of that through the Church Center app!
6. **Outdoor digital sign:** mainly used to show an arrow to the correct side of the street during events.
7. **Other:** there are many other ways your event could be promoted, and you are welcome to request them! Here are some ideas:
 - **Postcards:** used for promoting basic information about a specific group, ministry, or event (advance notice required). These can be placed at the children's check-in desk or in the church lobbies for people to take as desired, or sent by mail to a specific set of people from our database. (We could search, for example, for women who have come to some of our women's groups and events in the past, as they may be more likely to come to your new women's event.)
 - **Targeted Email:** we can do a system search for people we think might be interested and send an email with more information than will fit on a postcard.
 - **Flyers:** we use flyers several times a year to advertise children's events (such as Preschool VBS, Trunk-N-Treat, and Blessing of the Backpacks) and place them on the children's check-in desk where they are seen and taken as desired. Flyers could also be placed in the church lobbies.

As a ministry team, we also have the ability to work together and have the opportunity to spread the news by word of mouth. If you think people on the ministry team might have people in their groups or ministries that may be interested in an event, you are welcome to post it on the ministry team Facebook page as well.

We do our best to support our volunteers and ministry leaders while also stewarding our church and resources well. If you have any questions about the promotion process or have some ideas you'd like to implement, please contact Liz at liz@shawneealliance.com.

Leadership Tools

Shawnee Alliance has provided several routes to learn more about leading ministry:

- Leadership Resources (RightNow Media Leadership/Training, Ministry Grid)
- Personal Resources (Information about trips/retreats, personal health resources)
- Facebook group (or other way to connect)
- Prayer Chain
- Team Meeting
- Suggested books (available in Library)

Purchasing for your ministry:

Budgeted and Designated Accounts: We are willing to provide quarterly updates of your budget amount or discretionary account dollars available as needed to help you track it. To request an updated amount or to see if you have an account, please contact Mackenzie at mackenzie@shawneealliance.com.

Purchasing options:

1. At any time, you can purchase whatever is needed and bring back the receipt for reimbursement. Reimbursement forms can be found in the office or [at this link](#).
2. If they are willing to invoice the church, you can have the vendor send an invoice to Shawnee Alliance Church, 4455 Shawnee Rd, Lima, OH 45806.
3. You can borrow the church credit card and bring back the card and receipt afterward. Please take care of it the way you would care for your own.

Please remember, receipts are necessary to be attached to all purchases so that we can reimburse, account for and track purchases. We realize this can be inconvenient, but we want to make sure we never put you or the church in a position of being unable to account for funds used from money donated to the church and designated to your ministry. In all cases, please be reasonable in your purchases to allow Shawnee Alliance funds to reach more people with the gospel of Christ. Anything purchased for the church is tax exempt. Many of our local stores allow us to purchase this way. A tax exempt form can be supplied to you if needed. If you have further financial questions, please contact Sarah at sarah@shawneealliance.com.

Monthly Check-in

It is important for our ministry leaders to take time to reflect on what God is doing in their ministries. This reflection helps the staff to hear from our leaders about what God is doing in your ministry and to prayerfully seek the next steps for our ministries and church. The [Ministry Leader Monthly Check-in](#) form includes the following questions and is sent monthly through email and Facebook for you to check-in and communicate with the staff.

1. Please share one thing you are celebrating in your ministry.
2. Are there any additional resources or training that would help you, your leaders or your ministry to be more effective?
3. What are your current goals for your ministry?
4. What progress have you seen from your previous goals?
5. Please share any difficulties you are facing in your ministry.
6. Are there any changes that could make this ministry more effective in the future?
7. How is Christ being made known to others through this ministry?
8. Please share a testimony of someone who is being transformed within your ministry. Would this person be willing to share their testimony with the church?
9. Is there anyone you've empowered to come alongside you to help lead your ministry or begin their own? If yes, please include who you are developing and explain more about the situation.

After completing this check-in, your response will be sent to Pastor Kris and Sarah. If you are interested in further discussing what is going on currently or what the next steps in your ministry look like, please reach out to schedule a time with one of us: kris@shawneealliance.com or sarah@shawneealliance.com.