

PowerPoint Announcement*

Procedure: Complete a Communications Form
 Timing: Submissions due by Mondays at noon

Website Announcement*

Procedure: Complete a Communications Form
 Timing: 1 week notice required

*Contact: Angie Trigg, 816-436-1649

*Email: angietrigg@abbc.org

ANTIOCH BIBLE BAPTIST CHURCH OFFICE**Ministry**

Bob Baier	Senior Pastor	pastorbob@abbc.org
Carolyn Gilman	Assistant to Pastor Bob	carolyngilman@abbc.org
Shawn Barr	Executive Pastor	shawnbarr@abbc.org
Sue Blacksher	Asst. to Exec Pastor & Family Pastor	sueblacksher@abbc.org

Antioch Kids

Todd Slagle	Family Pastor	toddslagle@abbc.org
Sue Blacksher	Asst. to Exec Pastor & Family Pastor	sueblacksher@abbc.org
Cindy Powell	Preschool Director	preschool@abbc.org
Sarah Mllsap	Nursery Coordinator	SarahMillsap@abbc.org

Administration

Janice Burns	Business Manager	janiceburns@abbc.org
Nancy Baier	Office Assistant	nancybaier@abbc.org
Debbie Craig	Accounts Payable	debbiecraig@abbc.org
Tim Falter	Manager of IT	timfalter@abbc.org
Debbie MacVarish	Membership Assistant	debbiemacvarish@abbc.org
Christina Phillips	Receptionist/Asst. to Awana	christinaphillips@abbc.org
Linda Sigler	Office Assistant	lindasigler@abbc.org
Angie Trigg	Communications/Worship Asst.	angietrigg@abbc.org

Antioch Youth Ministry (AYM)

Steve Doss	Youth Pastor	stevedoss@abbc.org
Anna Frederick	Asst. to Youth Pastor	annafrederick@abbc.org

AWANA

Iris Roberson	Awana Commander	irisroberson@abbc.org
Christina Phillips	Receptionist/Asst. to Awana	christinaphillips@abbc.org

Facilities

David Vos	Facilities Manager	davevos@abbc.org
Mark Hewitt	Facilities	markhewitt@abbc.org
Timothy Schouten	Facilities	timothyschouten@abbc.org
Matthew Schouten	Facilities	matthewschouten@abbc.org

Outreach

Todd Slagle	Family Pastor	toddslagle@abbc.org
Sue Blacksher	Asst. to Exec Pastor & Family Pastor	sueblacksher@abbc.org

Women's Ministry

Judy Baier	Women's Ministry Director	judybaier@abbc.org
Becky Beyer	Asst. to Women's Ministry	beckybeyer@abbc.org

Worship & Arts

Brett Turner Francis	Worship Pastor	brettf Francis@abbc.org
Angie Trigg	Communications/Worship Asst.	angietrigg@abbc.org

Ministry Resource Guide

Please use this guide to help facilitate your ministry at Antioch as you plan events with your Pastoral Advisor and/or Ministry Director.

(Resources are for ABBC Ministries only)

FACILITIES



Kitchen Reservation

Contact: Judy St. John, 816-452-0207

Email: jmstjohn@sbcglobal.net

Procedure: Complete a Building Usage Form

Timing: 1 week notice required

Obtain a Key Card for Entrance Into a Building

Contact: Christina Phillips, 816-436-1649

Email: christinaphillips@abbc.org

Procedure: See Christina Phillips and complete appropriate form

Timing: Monday through Friday, 8:30 a.m. to 5 p.m.

Worship Center, Kreeger Hall or Other Room Reservations (Including Sports Equipment)

Contact: Angie Trigg, 816-436-1649

Email: angietrigg@abbc.org

Procedure: Complete a Building Usage Form

Timing: 1 week notice required

EVENTS



Church Calendar Reservation

Contact: Angie Trigg, 816-436-1649

Email: angietrigg@abbc.org

Procedure: Complete a Building Usage Form

Timing: 1 week notice required

VEHICLES



Reserve Van or Bus

Contact: Angie Trigg, 816-436-1649

Email: angietrigg@abbc.org

Procedure: Complete a Building Usage Form

Timing: 1 week notice required

OFFICE



Copies/Transparencies**

Contact: Church Office, 816-436-1649

Email: janiceburns@abbc.org

Procedure: Complete a Copy Work Request Form at Receptionist's Desk

Timing: In by 9 a.m. - Out by 5 p.m. (depending upon job size)

**Resource Room in the West Basement has a copy machine for fewer than 100 copies.

Mailings/Labels for Mailing

Contact: Church Office, 816-436-1649

Email: lindasigler@abbc.org

Procedure: Contact Linda Sigler with details

Timing: 1 week for mailings / 3 days for labels

Ministry/Class Rosters

Contact: Debbie MacVarish, 816-436-1649

Email: debbiemacvarish@abbc.org

Procedure: Email or contact Debbie MacVarish

Timing: 3 days

Member Database Information

Contact: Janice Burns, 816-436-1649

Email: janiceburns@abbc.org

Procedure: Contact Janice Burns with ministry need

Timing: 3 days

MINISTRY



Ministry Purchases

Contact: Janice Burns, 816-436-1649

Email: janiceburns@abbc.org

Procedure: Contact Ministry Director or Business Office Manager for a **signed** Expense Requisition Form and approval (if supplies are not already in stock)

SUPPLIES



Ordering or Reimbursement

Contact: Janice Burns, 816-436-1649

Email: janiceburns@abbc.org

Procedure: Contact Ministry Director to obtain a **signed** Expense Requisition Form (return receipts and signed Expense Requisition Form to Business Manager)

Timing: Up to 2 weeks

COMMUNICATING YOUR MINISTRY/EVENT



Ad, Brochure, Logo, Postcard, Other*

Procedure: Complete a Communications Form

Timing: 2 weeks notice required

Bulletin Announcement/Event*

Procedure: Complete a Communications Form

Timing: Submissions due by Wednesdays at noon

Newsletter Announcement*

Procedure: Complete a Communications Form

Timing: Submissions due by 1st day of the month prior