



## Memo to Congregations Filling Out Synod Staff Engagement Form

Thank you for requesting a synod staff member to visit your congregation or event. Attached is an engagement form that will help them to prepare and arrive on time. Staff pictures and bios for publication can be found at <http://metrodcelca.org/staff/>. The synod policy is that all congregations/ministries requesting the attendance of a synod staff member complete this engagement form and send all materials at least two weeks in advance of the event for final confirmation of the attendance of the staff person.

### Instructions:

Complete the document, save on your computer with the church's name, date and other info and return to me via email [kwheeler@metrodcelca.org](mailto:kwheeler@metrodcelca.org). I'll copy the details to the staff member's calendar.

At least two weeks prior to this visit send the bulletin as a Word document on 8.5x11 size paper with 14 point font to me and I will forward it to the staff member attending service.

Helpful will be any ministry highlights you can send ahead of the visit for additional information.

On the day of the visit, please arrange to reserve a parking spot for the staff member near the church entrance. We ask that someone is assigned to assist with transporting any items to and from their car. Once that individual is assigned send me their name and cell number. The staff member will call that individual when en route to advise them of her estimated arrival time. They usually arrive 30 minutes before the start of worship.

As a gentle reminder to the person assisting, they should have their cell phone with them and turned on expecting a call.

Let me know if you have questions. I may be contacted by email or at the Synod Office 202-417-3678 ext. 3684.

Blessings,

Katharyn Wheeler  
Administrative Assistant to the Bishop