

Administrative Team How do I?...

How do I...	Form	Process	Purpose Pastor/Covering Leader submits to...	Turn around Time
Bus & Van Request	Bus & Van Request Form	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Irvin Young irvin@wininlife.com Approval email sent to Pastor/Covering Leader	Due 4 weeks prior to date needed
Celebration Scrolling News Request (Scrolling Announcements) *Included in Internal Advertising	In House Support Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Robin Davis robin@wininlife.com Pastor/Covering Leader is copied once submitted to Team	Due 2 weeks prior to the date needed
Color Printing Request *Included in Internal Advertising	In House Support Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Robin Davis robin@wininlife.com Pastor/Covering Leader is copied once submitted to Team	Due 2 weeks prior to the date needed
E-Blast (Church-wide Email) *Included in Internal Advertising	In House Communications Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Robin Davis robin@wininlife.com Pastor/Covering Leader is copied once submitted to Team	Due 2 weeks prior to the date needed
Facilities Request	Facility Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Larry Walker lwalker@wininlife.com Approval email sent to Pastor/Covering Leader	Due 2 minimum 2 weeks before
Financial Submission (Turn in collected funds)	Financial Submission	Submit to Finance via office mailbox	Leslie Greer lgreer@wininlife.com	As soon as possible
Graphics Request *Included in Internal Advertising	Graphics Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Robin Davis robin@wininlife.com	Due 2 weeks prior to the date needed
Requisition/Financial Voucher	Financial Transaction Voucher	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Leslie Greer lgreer@wininlife.com	Due 10 business days
Table Request (Sunday Connection Corner)	Facility Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Larry Walker lwalker@wininlife.com Approval email sent to Pastor/Covering Leader	Due 2 minimum 2 weeks before
Website Update/Information *Included in Internal Advertising	In House Support Request	Submit to Purpose Pastor/Covering Leader for Approval. They will submit to...	Robin Davis robin@wininlife.com Pastor/Covering Leader is copied once submitted to Team	Due 2 weeks prior to the date needed