

If you are unable to serve on a week that you are scheduled:

- Please ask someone who is in the same ministry as you and on the current serving list to switch with you. (Please do not ask people who are not on the schedule.) Please agree to which dates you will switch serving prior to contacting the church regarding the switch.
- The contact info for the other servants is available from the church directory. Please notify the servant coordinators via e-mail (coordinator@graceopcfairlawn.org) of the switch and CC the person who agreed to switch with you on the e-mail.
- It is the responsibility of the person seeking coverage to make sure the change of schedule is submitted. Please help with this so that the bulletin and any schedules that are posted can be maintained and current.
- If you cannot find anyone to serve in your place, please let the servant coordinators know on the Monday before the Sunday you are scheduled to serve. (This gives ample time for both the servant looking to switch to contact someone to swap serving dates and allows ample time to update the serving schedule.)

If you are sick or have an emergency on a Sunday morning:

- If you are able, please find someone to sub for you (please e-mail and text the servant coordinators to let us know).
- If you are not able to find a sub, please call and e-mail the servant coordinators by 10:00 a.m. Please let us know who you have already contacted to sub for you.

If you are running late on a Sunday morning:

- If you are able, please send a text to and e-mail the servant coordinators.

Best ways to contact the church or ask questions regarding serving:

- For scheduling and for quick inquiries regarding serving, e-mail the servant coordinators with your question.
- For questions regarding policy and philosophy of ministry, contact the elders.
- For questions during service, ask the other servants in your ministry. However, if you need more direction, feel free to email the servant coordinators during the week to follow up on your questions.

If for some reason you need to be taken off the Serving Schedule:

- Please speak with the elders. Speak with your respective Elder in-person at least 30 days prior to ministry change deadline date.
- We would ask that you finish out your commitment on all schedules that are already posted, if not an emergency.

Quarterly Schedule Postings

We do our best to post schedules at least 30 days before a serving quarter to allow servants to see when they serve in advance.

In order to give servants this advance notice, ministry change requests for a new quarter must be submitted before the deadlines below:

| Serving Quarter | Ministry Change Deadline | Schedule Posted |
|------------------------|---------------------------------|---------------------------|
| January – March | November 1 st | December 1 st |
| April – June | February 1 st | March 1 st |
| July – September | May 1 st | June 1 st |
| October – December | August 1 st | September 1 st |

God Bless you as you SERVE HIM!!!

Note: Schedule changes made after 4:00 pm Wednesday may not be updated until the following week.