

# Finding a Ministry Replacement *Flowchart*

You're scheduled to serve this weekend, but something's come up! **What to do?**

*We understand that stuff comes up! Even as we all try our best to keep our service commitments, schedule conflicts sometimes arise.*

**1** Think of some possible substitutes who may be able to swap with you, for your given service slot. Write them down! They'll come in handy.

**2** Contact your Ministry Leader ASAP!

*The sooner they know of the need for a temp replacement, the easier it will be to find one!*

**3** Communicate your schedule conflict and any replacement possibilities with your ministry leader.

**4** Your Ministry Leader will look at the ministry schedule and discuss with you possible suitable replacements. They may ask you to contact one and have you confirm back to them.

**5** The ministry leader will contact the Gateway Front Office Service Coordinator and let them know about the change.

*This is important because the Service Coordinator sees all the schedules and can help identify any potential schedule conflicts.*

***Thanks for being part of the team!***