

## Ministry Event Planning

In order to ensure proper communication of church-sponsored events, all approved ministry leaders should regularly consult with the staff elders about the dates of ministry events in order not to conflict with other church events. In addition to this, ministry leaders should consult the staff elders about events that include:

1. The use of the church building (other than regularly scheduled meetings).
2. Travel to other locations.
3. Speakers (other than those already approved).

### Ministry Event Planning Checklist (To be completed *after* approval by the staff elders)

Name of Ministry Event: \_\_\_\_\_

Purpose of Ministry Event: \_\_\_\_\_

Date(s) of Ministry Event: \_\_\_\_\_

Chair of the Event (who has been pre-approved by the staff elders): \_\_\_\_\_

Who are the intended participants? \_\_\_\_\_

- |   |                                     |  |   |
|---|-------------------------------------|--|---|
| <input type="checkbox"/> Everyone       | <input type="checkbox"/> Christians | <input type="checkbox"/> Non-Christians    | <input type="checkbox"/> Church Members |
| <input type="checkbox"/> Men            | <input type="checkbox"/> Women      | <input type="checkbox"/> Marriages/couples | <input type="checkbox"/> Singles        |
| <input type="checkbox"/> College/Career | <input type="checkbox"/> Sr. High   | <input type="checkbox"/> Jr. High          | <input type="checkbox"/> Children       |
| <input type="checkbox"/> Staff          | <input type="checkbox"/> Leaders    | <input type="checkbox"/> Ministry Leaders  | <input type="checkbox"/> Other          |

\_\_\_\_\_ Check with the staff elders for event approval.

\_\_\_\_\_ Reserve the event date, location, and time. Check with church secretary on availability.

When will the event take place?

Where will the event take place?

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Worship Center    | <input type="checkbox"/> Activity Center | <input type="checkbox"/> Chapel     |
| <input type="checkbox"/> Homes             | <input type="checkbox"/> Timber Lakes    | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Conference Center | <input type="checkbox"/> Other: _____    |                                     |

\_\_\_\_\_ Count the costs.

What is the anticipated cost of the event?

Is this event covered by the church budget? If so, what money is allocated for the event?

If the event is not covered by the church budget, where will funds for the event come from? See also church policy on fundraising.

Will there be a charge for the participants?

\_\_\_\_\_ Decide on theme.

\_\_\_\_\_ Choose the menu.

Who will do the purchasing?

Who will do the cooking?

Who will do the serving?

\_\_\_\_\_ Decorations; budget and theme (if applicable) - Plan a schedule of activities (if applicable)

\_\_\_\_\_ Make a schedule/order of service for the event.

\_\_\_\_\_ Who will be the MC?

How will the event be communicated to the participants?

- Personal invitation       Bulletin       Email  
 Postal Mail               Phone       Life Group Leaders

Does this ministry event require an RSVP?

- No       Yes

For announcements in church bulletin, check with the church secretary at least 3 weeks before event.

Get a head count of guests confirmed. Number of participants expected: \_\_\_\_\_

\_\_\_\_\_ Will the event require technology?

No       Yes

Sound System

Name of Sound Technician: \_\_\_\_\_

Livestream and/or Recording

Livestream and/or Recording Technician: \_\_\_\_\_

Projection System

Projection Technician: \_\_\_\_\_

\_\_\_\_\_ Will the event offer childcare?

No       Yes      Coordinator: \_\_\_\_\_

Volunteer or Paid?

Name(s) of childcare workers: \_\_\_\_\_

\_\_\_\_\_ Set up (find volunteers and remind them of their part in helping).

\_\_\_\_\_ Who will decorate? Name: \_\_\_\_\_

\_\_\_\_\_ Who will unlock doors? Name: \_\_\_\_\_

\_\_\_\_\_ Reminder: Do NOT adjust climate control/set thermostats without prior approval from the chairman of the Board of Trustees.

Will housing be needed?

No       Yes

Number of people needing housing: \_\_\_\_\_

People willing to host:

Hotel Reservations Needed?

\_\_\_\_\_ Who is charge of tearing down after the event?

Names of Volunteers: \_\_\_\_\_

\_\_\_\_\_ Remove decorations.

\_\_\_\_\_ Rearrange room back to original state (put tables and chairs away).

\_\_\_\_\_ Put food away.

\_\_\_\_\_ Clean.

\_\_\_\_\_ Vacuum.

\_\_\_\_\_ Take out trash.

\_\_\_\_\_ Turn off lights.

\_\_\_\_\_ Lock doors.

\_\_\_\_\_ Fill out "Ministry Event Evaluation" form.

\*\*It is helpful to make lists for volunteers to remind them of their part in helping and what is expected of them.