



Ministry Event Request

Ministry _____

Submitted by _____ Date _____

What are you wanting to do?	<i>Please describe in detail. Attach additional pages if needed.</i>
When do you want to do it?	<i>Exact date, if known, otherwise general timeframe.</i>
How much will this event cost?	<i>Please provide an estimate of total spending. What are the <u>major</u> cost items?</i>
How does this event meet the purpose, goals and objective of your ministry?	<i>It is very important to describe in detail. Attach additional pages if needed.</i>

- This form must be completed before planning of the event occurs.
- Send the form to the Ministry Department Head for “initial approval” with a copy to Marion.
- Marion will ensure that the Pastor, COO, CFO, and Treasurer receive a copy.
- Once approval for the event has been obtained “check in before you spend”

Ministry Event Process

When a ministry gets an idea to start planning an “event”, the Ministry Event Request form should be completed by the ministry head and submitted to both the department head and to the Pastor (via an e-mail to Administrative Assistant to the Pastor). The definition of “event” is basically any activity involving church members or ministry.

We want to look at all church events from the perspective of:

- Appropriateness of the event;
- How this event fits within the overall Church calendar; and
- The financial implication of the event.

Please remember:

Amounts spent without **prior** approval from either the Executive Minister, Chief Financial Officer, or Treasurer, will be considered as in-kind contributions to the Church and no reimbursement will be made.