

GUIDELINES FOR PROPOSING MINISTRY IDEAS OR EVENTS

1. Meet with the pastor to have an overall understanding of the event that you are planning so that you will know his expectations, parameters, and desired outcome for the event.
2. Work with the pastor to see how your event contributes to the overall objectives of the church and to identify 3 measurable goals. The success of a particular event is measured by whether or not those three goals have been achieved.
3. Make some initial plans to include: a) consider what major elements should be included in your event; b) identify key personnel that can help you execute the event; c) propose a schedule of the event; and d) prepare a preliminary budget.
4. Present initial plans to leadership team for discussion, suggestions, recommendations, and approval.
5. Recruit responsible people that will help you execute the plan being sensitive to include diverse (ethnic, generational, and gender) people on your team to provide a platform for building healthy relations with all people. Some personnel that you may need include:
 - a. Publicity/Marketing/Promoting
 - b. Host/Hostess/Master of Ceremony
 - c. Treasurer /Money Collector/Bookkeeper
 - d. Food Coordinator/Kitchen Coordinator
 - e. Logistical Support: Set-Up, Clean Up Crew, Pick-Up Detail
 - f. Secretary/Scribe/Historian/Photographer
 - g. Support Ministries: Childcare/AV/ Security
6. Conduct a meeting with your team outlining the objectives and parameters of the event that contribute to the overall objective of the church. Delegate responsibilities and follow-up on team members. Use the a "Action Item List" below to help you follow-up on assignments and progress.

No.	Action Item List	Person Responsible	Date Needed to Be Done	Action Item Completed
1.				
2.				

7. Have a meeting with the pastor per arranged plan to go over the plans, assess progress toward the objective and goals, and seek his consultations to ensure that the elements of the program are in line with the spiritual goals of the church.
8. Conduct the event with a spirit of joy, peace, and confidence praying that God will use this event to bring more people to Christ and to this church.
9. Meet with your team members after the event to evaluate the successes or capture lessons learned.
10. Provide an executive summary for the leadership team outlining the following:
 - a. Your objective and goals for the event
 - b. Evaluation based on the desired outcome
 - c. A list of people with their roles and responsibilities in executing the event.
 - d. A financial report outlining the income and expenses with the final net loss/gain.
 - e. Submission of a CD/DVD of the pictures for the event for end of the year slide show.
11. Employ sound financial principles and practices
 - a. Remember that integrity in handling money instills confidence and ensures consistent future giving.
 - b. Make deposits weekly via offering plate with money enclosed in a sealed marked envelop.
 - c. Never use the cash that people give to cover the event to pay for expenses.
 - d. Monitor expenses to stay within budget then submit reimbursement request.
 - e. Be sure to discuss with the pastor the budget allocation of an honorarium for a guest speaker.