

Connections Church Goal 2013: To double in membership and ministry capacity.



CONNECTIONS
CHURCH
Activity/Event Form

Ministry:

Ministry Goal:

Activity/Event:

Date/ Time

Location:

****ACTIVITY STRATEGY****

Coordinator/ Contact Person:
and Phone Number

TEAM MEMBER	ROLE

Activity Goals:

Promotional Strategies: Check all that apply.

- Website
- Bulletin
- Sanctuary Announcement

- Flyer/Brochure
- Email
- Other/ Specify

Activity Expenses:

Materials:

Promo Items:

Other:

Funding Needed: Internal or External Sources

Fundraisers: Estimated receipt: _____

TIMELINE/PROJECT PLANNING

Item/Task	Person Responsible	Deadline

<<<Miscellaneous>>>

Specify any miscellaneous information or potential conflicts, concerns, etc.... Pastoral Staff should be aware of:

Facility Use: Specify areas that will need to be used during your event. Please be as detailed as possible.

Equipment: (Sound, media, chairs, tables, etc...)

Tech must be scheduled to use media equipment.

Additional Details:

Permission Slips Required: Yes / No On file : Yes/ No

Child Care Required: Yes/ No Arranged: Yes / No

Who/ Where? All Child Care Volunteers must have application and background check on file.

Facilities Readied for Sunday Services: Yes/ No Person Responsible:

All items must have prior approval from Pastoral Team and Senior Pastor before implementing any process. Milestone dates for promotion, progress checks and communication for all involved parties must be set up after approval is gained.

<i>Ministry Leader</i>	<i>Sr. Pastor</i>
<i>Date</i>	<i>Date</i>