

# Fountain of Faith Missionary Baptist Church

## MINISTRY GUIDELINES Event/Program Planning



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# Event/Program Planning Routing Form A

This Event Planning Routing Form will be used for planning all FOF programs and events. All members, ministries, and leaders must submit this form for approval (**3 months prior to the event**). Please attach all applicable forms and note that these forms may be downloaded from our website: [www.fofmbc.org](http://www.fofmbc.org) or you may request a copy from the church office manager.

Please ensure the following documents are attached to your planning form:

## Checklist:

	Yes	No	Sent via email
Media Ministry/Equipment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Music Request Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Videographer/Photographer Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date submitted to Office: \_\_\_\_\_ Event Fee: \_\_\_\_\_  
 Ministry Event Title: \_\_\_\_\_  
 Chairperson(s): \_\_\_\_\_ / \_\_\_\_\_  
 Contact Number(s) H \_\_\_\_\_ / W \_\_\_\_\_ C \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Outline of Responsibilities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Review and final Approval(s) (for office use only)

Ministry Deacon: _____	Facility: _____
Calendar Date: _____	Music: _____
Media Ministry: _____	
Minister of Music: _____	Amount Approved: _____
Trustee Chair(s): _____	Approved with stipulations: _____
Deacon Chair(s): _____	Add'l Information required: _____

Fountain of Faith Missionary Baptist Church

## EVENT PURPOSE, GOAL AND MISSION

**Proposed dates for event: (two dates required)**

Preferred Date/Time: \_\_\_\_\_ Alternate Date/Time: \_\_\_\_\_

Type of Event/Program: ☐ Church-wide    ☐ Community Outreach

Location of Event: ☐ Sanctuary    ☐ Annex Building    ☐ Off-campus \_\_\_\_\_

Ministry Trustee: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

### Section I.

Please explain how this ministry event embraces the Purpose and Vision of Fountain of Faith Missionary Baptist Church including biblical support. *(If more space is required, please attach documentation).*

#### The Church's Purpose Statement

We exist "To encourage an encounter with God such that God is **Exalted**, the believer is **Edified** and **Equipped** to do **Evangelism**." The Church is **Bible Based, Christ Centered, Holy Spirit Led**.

Theme: \_\_\_\_\_

Scripture Reference: \_\_\_\_\_

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

\_\_\_\_\_

II.     Goal: *What is the expected result in facilitating/ coordinating this event?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Plan of Action: *How will the planned goal be achieved?*

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IV. Promotional Plan: *What form of marketing will be utilized for the church and community?*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Church Bulletin (3 weeks before) | <input type="checkbox"/> Flyers/Printed (ministry must provide)          | <input type="checkbox"/> Word of mouth   |
| <input type="checkbox"/> Church Marquee                   | <input type="checkbox"/> Ticket Sales \$ _____                           | <input type="checkbox"/> Church calendar |
| <input type="checkbox"/> Pastor's Mention Notes           | <input type="checkbox"/> Website (submit via email 3 weeks before event) | <input type="checkbox"/>                 |

V. Will this event embrace one or more of the 4 Pillars of the Church?

<b>DOCTRINE</b> is something that is taught, and we believe to be true. In the church we teach the apostles' doctrine.	<b>EVANGELISM</b> – The winning or revival of personal commitments to Jesus Christ. We are to win souls for Christ. Acts 1:8
<b>FELLOWSHIP</b> – Membership in a local church is necessary after you have made a personal confession of faith to the Lord. Acts 2:42 and 2 Corinthians 8:4	<b>STEWARDSHIP</b> – Accountability to God is Tithing of our Time, Talents and our Treasures. Malachi 3:8-10

Describe how **Doctrine** embraces The 4 Pillars of the Church.

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Describe how **Fellowship** embraces The 4 Pillars of the Church.

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Describe how **Evangelism** embraces The 4 Pillars of the Church.

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*Describe how **Stewardship** embraces The 4 Pillars of the Church.*

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## Suggested Speakers for Event

*Suggested guest Speakers/Ministers (Pastor Newman will invite all guest speakers/ministers and confirm all invitations)*

1. Name, Address and Telephone Number:

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2. Name, Address and Telephone Number:

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3. Name, Address and Telephone Number:

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Tell us briefly your ministry thoughts for suggesting these speakers.

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If possible, please provide bios of suggested guest speakers/ministers.

**Submit 4-6 months.**

Date Submitted: \_\_\_\_\_

# Budget Worksheet 1

Ministry: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Event Budget:	Est. Cost	Actual Cost	Difference
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## ***Transportation Cost(s):***

Bus	_____	_____	_____
Van (Gas)	_____	_____	_____
Motor Coach	_____	_____	_____
Other _____	_____	_____	_____
Deposit (% due) _____	_____	_____	_____
<b>Category Total</b>	_____	_____	_____

## ***Lodging Cost(s):***

Hotel	_____	_____	_____
Deposit (% due)	_____	_____	_____
Hotel (Name and address) _____			
<b>Category Total</b>	_____	_____	_____

## ***Food Cost(s):***

Breakfast	_____	_____	_____
Lunch	_____	_____	_____
Dinner	_____	_____	_____
Caterer	_____	_____	_____
Deposit (% due) _____	_____	_____	_____
Other/Beverages	_____	_____	_____
<b>Category Total</b>	_____	_____	_____

## ***Rental Cost(s)*** *Please attach additional sheets if required.*

Name: _____			
Address: _____			
City/State/Zip: _____			
Item 1: _____	_____	_____	_____
Item 2: _____	_____	_____	_____
Deposit (% due) _____	_____	_____	_____
<b>Category Total:</b>	_____	_____	_____

***Supplies:***

Item 1			
Item 2			
Item 3			
Item 4			
<b>Category Total</b>			

***Award/Recognition Cost:***

Type			
Type			
<b>Category Total</b>			

***Special Cost(s):***

Speaker Fees			
Musician(s)			
Other			
<b>Category Total</b>			

***Decorations***

Item 1			
Item 2			
Item 3			
Item 4			
<b>Category Total</b>			

**MINISTRY EVENT TOTAL**

**NOTES:**

1. All corresponding receipts are to be submitted along with Budget Worksheet immediately at close of each event.
2. At least 3 written bids are required for any expenditure exceeding \$500.00



Ministry Event Receipt Form

			Proposed Income	Actual Receipts
Registration:				
	Number	Price		
Adult(s)				
Children				

**Materials**

Tickets \_\_\_\_\_

Offering \_\_\_\_\_

Vendor Booth Rental \_\_\_\_\_

Media Ministry \_\_\_\_\_

  

Sponsors \_\_\_\_\_

Donations \_\_\_\_\_

Scholarships \_\_\_\_\_

**Total Income:** \_\_\_\_\_

Coordinator(s)	Phone Number
_____	_____
_____	_____

## Event Planning Checklist (Section B)

### Staying on track 6-12 months of your event.

*Please keep pages 10-16 for your records*

Date Assigned	Task Assigned	Person Responsible
	Event Purpose	
	Visit site/facility	
	Reserve room(s)	
	Meet with Ministry Deacon for plan review	
	Schedule appointment of Minister of Music	
	Form Committees	
	Get cost estimates (site rental, food, sound/lights, etc.)	
	Consult Minister of Music for musicians and review of music	
	Get bids for decorations (if required)	
	Get bids for printing (if required)	
	Draft initial budget	
	Designate someone to oversee budget	
	Research/approach speakers/honorees	
	Compile mailing list (churches/individuals, etc.)	
	Check on proposed date for potential conflicts, finalize in writing	
	Get written contracts for catering, entertainment, etc.	
	Develop alternate site (if outdoor event)	
	Contact guest(s) to save the date	
	Confirm guest invitation (request letter from office to be sent)	
	Draft event announcement for review and approval	
	Determine marketing/promotion schedule	
	Contact and make arrangements with photographer	
	Investigate need for special permits, insurance, etc.	

## Event Planning Checklist (Section B)

### Staying on track 3-6 months of your event

*Please keep pages 10-16 for your records.*

Date Assigned	Task Assigned	Person Responsible
	Begin monthly committee meetings (Ministry Event Planning packet is due 6 months out of your event)	
	Develop draft letters to send to sponsors, donors and others (send draft to be place on letterhead to church office via email)	
	Submit draft of invitations to church office for approval	
	Once approval is received, prepare final copy of invitations/posters	
	Complete mailing lists for invitations and hand posters	
	Finalize mailing lists; begin soliciting donations	
	Request bio/profile sheet from guest speaker(s)	
	Determine Menu (if required)	
	Get written confirmation of special guest needs (through church office)	
	Determine if awards, trophies, certificates, plaques etc. are to be presented and wording	
	Schedule delivery of special equipment, rentals (coordinate through church office via email)	
	Complete all purchase and/or check requests (as required)	
	Submit check and/or purchase requests as outlined on document (questions contact Ministry Deacon/Trustee	

## Event Planning Checklist – (Section B)

### **Staying on track 2 months of your event**

*Please keep pages 10-16 for your records*

Date Assigned	Task Assigned	Person Responsible
	Address and prepare all invitations (with personal notes) as required	
	Mail invitations (via Church office)	
	Distribute Posters/Flyers	
	Finalize transportation arrangements (if required)	
	Get all contracts for decorations, rental items, etc. to submit to Trustees (as required) (All contracts must be signed by the Chair(s) of Board of Trustees/Deacons	
	Follow-up on sponsors and donations	
	Secure permits and insurance if applicable	
	Review need for signs at registration (review layout of site if necessary for registrations (ensure entrances are not blocked and flow of traffic is not impeded)	
	Schedule committee members to review plans	
	Hold walk-thru of event with committee chair at site	
	Review/revise budget and task sheets (as required)	
	Start follow-up of all phone calls	
	Church-wide programs and events (e.g. Pastor's Anniversary, Church Anniversary, Men and Women's Day, Veterans Day) Authorization from Pastor and Deacons	

## Event Planning Checklist – (Section B)

### **Staying on track 1 month of your event**

*Please keep pages 10-16 for your records*

<b>Date Assigned</b>	<b>Task Assigned</b>	<b>Person Responsible</b>
	Contact registrants/guests via phone, email and/or letter	
	Confirm staff or volunteers for registration and hosting	
	Review special guest needs (submit via church office)	
	Get estimate of guests expected for caterer	
	Meet with all parties coordinating this event (e.g. vendors, Ministry Deacon, Trustee and others as required)	
	Consult with church office to draft program	

## Event Planning Checklist – (Section B)

### Staying on track 2 weeks of your event

*Please keep pages 10-16 for your records*

Date Assigned	Task Assigned	Person Responsible
	Continue phone calls and follow-ups on any uncompleted tasks	
	Confirm set-up time at site	
	Finalize plans with all parties (i.e. decorations)	
	Confirm numbers with caterer/finalize guarantee	
	Meet with chairperson, Ministry Deacon/Trustee, Church Office to finalize any of the above	
	Contact office to arrange pick up of checks	
	Consult and finalize music with Minister of Music/Media Ministry/Audio/Sound	

## Event Planning Checklist – (Section B)

### Staying on track 1 week of your event

*Please keep pages 10-16 for your records*

Date Assigned	Task Assigned	Person Responsible
	Meet with all committees to ensure last-minute details are covered	
	Finish phone follow-up registration	
	Confirm number attending program (if applicable)	
	Conduct training session with volunteers; finalize assignments	
	Contact Health and Wellness Ministry to assist with emergencies	
	Finalize registration and set-up	
	Finalize seating arrangements/seating chart, table assignments for volunteer hosts/hostesses (if applicable)	
	Double check delivery time with all vendors	
	Reconfirm event/program site	
	Deliver final scripts for all committee chairpersons and program participants	
	Finalize catering guarantee	
	Assign volunteers for meal tickets (consult with church office and Ministry Deacon	
	Finalize refreshments/meals for confirmed number of volunteers	
	Make follow-up calls to cover all loose ends	
	Distribute additional promotional materials	
	Hold final walk thru of site	
	Schedule rehearsals and volunteer assignments for day of event	
	Finalize closing remarks with Pastor (if required)	

## Event Planning Checklist – (Section B)

### Staying on track the day before your event

*Please keep pages 10-16 for your records*

Task Assigned
PRAY! PRAY! PRAY!

### Day of Event

Date Assigned	Task Assigned	Person Responsible
	Arrive early (bible and comfortable shoes)	
	Unpack equipment, supplies. (prepare list of supplies ahead of time to make sure everything is there) (retain list to retrieve supplies)	
	Reconfirm schedule for volunteers for assigned task(s)	
	Check media ministry (sound, lighting and staging)	
	Go over details with caterer	
	Make sure honorariums/check is ready (in hand) for special guest(s)	



## MINISTRY CANCELLATION FORM

If for any reason this event should be cancelled, the ministry president must notify their Deacon/Trustee and Church Office Manager. Cancellation must take place within 45 days of the event.

Date of cancellation: \_\_\_\_\_

Ministry: \_\_\_\_\_

Action needed: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

(mobile) \_\_\_\_\_ other \_\_\_\_\_

Reason of cancellation \_\_\_\_\_

Cancellation approved by:

Senior Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Ministry Deacon: \_\_\_\_\_

Date: \_\_\_\_\_

Ministry Trustee: \_\_\_\_\_

Date: \_\_\_\_\_

This cancellation will be submitted to the following:

Minister of Music

Media Ministry

Office Manager

Financial Analyst

Email: [fofmbc@bellsouth.net](mailto:fofmbc@bellsouth.net)

All funds allocated for this event must be credited to \_\_\_\_\_  
line item. (Ministry)