

Project Proposal

This form is to be submitted by the project manager to his/her up line (i.e., Ministry Manager, Superintendent, and Pastor as necessary) at least 60 days before the event. Use extra paper as needed. Only an approved project proposal is to be acted upon.

1. **Name of Project** _____

2. **Goals** (number of people involved) **and brief description of the project** (attach itinerary):

3. **Dates and plan for the project** (When is the event, when is the promotion to start and what type, when is the evaluation, when are key people to be secured, etc.) _____

4. **Duty Assignments** (Somebody needs to be responsible for each part of the plan, including the evaluation sheets and summary [summary of sheets, narrative of event, and comments on goal completion and plan compliance], pictures [taking and forwarding them to the designee], activity request, and van request)

5. **Budget** (Revenue, Expenditures, and Net Results)

Revenue

Expense

Net Result

6. **Signatures of Understanding and Agreement to comply with the approved project proposal, which is revisable by the Pastor's designee** (List the project manager's, ministry manager's, superintendent's, and Pastor's name and date, as appropriate. The up line signatures show endorsement or approval, as appropriate. The project manager is to work up the line to get a decision on the project's approval, and then execute the plan, if approved. The up line is to work deliberately to get the decision on the project's approval forwarded to the project manager. The decision regarding approval may be communicated by way of a copy of this project proposal with appropriate decision and comments. The up line designee has the options of approving, rejecting, or modifying the proposal.) _____

Southern Baptist Church - Activity Request Form

Requested by (i.e., Superintendent or Pastor): _____
on (i.e., date): _____

Requested date: _____ Start time: _____ End time: _____

Ministry name: _____

Type of activity: _____

Total number of participants: _____

Contact person: _____ Phone: _____

Space needed:

(Please check all that apply)

Fellowship Hall _____

Chapel _____

Classroom(s) _____ How many? _____

Sanctuary _____

Parking lot(s) _____ Which one(s)? _____

Kitchen _____

Gym _____

Gym floor cover _____

Other _____ Details _____

Setup (Please draw on the back or attach your desired set up)

Equipment needed

Overhead projector _____ How many? _____

Microphones _____ How many? _____

Easels/Flipcharts _____ How many? _____

Instruments _____ How many? _____

Tables _____ How many? _____

Chairs _____ How many? _____

Personnel needed _____

Media technician _____

Security _____

Janitor _____

Other _____

Paper goods needed

Plates _____

Cups _____

Napkins _____

Other _____

(6/2014)

Southern Baptist Church Van Request Form

Name of Ministry group: _____

Name and phone of contact person: _____

Purpose of the outing: _____

Date of the outing: _____ Destination: _____

Departure time from church: _____ Return time to church: _____

Number of passengers: _____

- Since the van is dispatched on a first come first serve basis, please aim to request the van 60 days before needed.

- The drivers are volunteering their time. Please help us to bless them, by giving the following donations:

- \$25 for 20 or less miles round trip

- \$1 per mile after 20 mile round trip (e.g., a 100 mile round trip equals \$25 plus \$80 [i.e., 80 miles over 20 mile threshold] for a total of \$105)

Signature of Superintendent or Pastor: _____

Date of submitting the request: _____

Action taken by Van Ministry

Approved or Disapprove

Financial Voucher

1. Please make a check for \$ _____ made out to _____.

This check is for (i.e., purpose, attach receipts, etc.) _____

Post the transaction on the _____ budget line (inc. ministry name if applicable).

Requested by (i.e., Superintendent, Pastor, other): _____ Date _____

(No voucher is to be honored without the Superintendent's, Pastor's, or Treasurer's agreement.)

2. There **are/are not** available funds and I **do/do not** approve of this request.

Treasurer: _____ Date _____

I **do/do not** approve of this non-routine expenditure that exceeds \$300.

Pastor: _____ Date _____

Notes:

GROUP PLANNING MATERIAL COVER SHEET

Group Name: _____

Manager's Name _____ **Date turned in:** _____

Put a check mark in the blank to the left of each item, when you have completed the task. Attach the items in the order they appear on this cover sheet.

_____ Attach a list of what the members of your group consider to be the strengths of, weaknesses of, and suggestions for improving the group.

_____ Attach a list of what you (i.e., the Ministry Manager) consider to be the strengths of, weaknesses of, and suggestions for improving the group.

_____ Attach a proposed Administrative Agenda for next year (goals, plans, budget).

_____ Attach 3 recommendations from the group for who the manager of this group will be for next year. All cabinet members are required to study (regular in a Bible study; Training Union graduate - certified in management), serve (registered reacher, Prayer Meeting), give (stand and tithe), get along with the group members, and get along with the Pastor.

_____ Attach additional information you think is relevant.

Commentary from the Group Members about the Group

Strengths of the Group

Weaknesses of the Group

Suggestions for improving the Group

Other Comments

Commentary from the Ministry Manager about the Group

Strengths of the Group

Weaknesses of the Group

Suggestions for improving the Group

Other Comments

PROPOSED ADMINISTRATIVE AGENDA FOR THE NEXT
YEAR

FOR THE _____ MINISTRY

FOR THE YEAR OF _____

(Please look at this year's Administrative Agenda to help with this planning.)

Goals –

Plans –

Budget –

Three recommendations for next year's Ministry Manager (i.e., each candidate should already be a disciple, active TU graduate with certification in management, and have consented to serve.)

1. _____
2. _____
3. _____

ADDITIONAL INFORMATION

INDIVIDUAL PLANNING MATERIAL FORM

(Submit your answers to the following questions to your Ministry Manager or designee as soon as possible. Attach extra paper as needed.)

1. What is the name of the group? _____
2. What goals do you think this group should have for next year? _____

3. What plans (dates and activities) do you think this group should have for next year?

4. What budget (itemized revenue, itemized expenditures, and net results) do you think this group should have for next year? _____

5. Who do you recommend to be the Ministry Manager of this group (he/she needs to study, serve, give [standing tither], and be TU graduate with certification in management) for next year _____

6. What do you think are some strengths of this group? _____

7. What do you think are some weaknesses of this group? _____

8. What suggestions do you have for improving this group? _____

9. What else would you like to share? _____

