

Watts Chapel Missionary Baptist Church
3703 Tryon Road
Raleigh, North Carolina 27606
☎ 919.828.7348
☎ 919.828.1648
✉ wcmbc@wattschapel.org



September 19, 2018

Dear Ministry Leaders:

The Stewardship Ministry is launching the 2019 Budget Process. As Watts Chapel continues to grow, we must be intentional in developing a budget that will provide resources for church operations and ministries that encourage ministry growth. Ministry growth that glorifies God, makes disciples and transforms lives, is the driving force behind what we do as a Church and what each ministry does for the future of Watts Chapel. **The proposed schedule for the 2019 Budget Process is set forth in Enclosure A.**

As part of ministry planning, we are requesting ministry leaders submit the **Ministry Development Process Form (Enclosure B)** as part of their 2019 budget. The purpose of the process is to assist ministries and their leadership in becoming more effective through focusing, planning, structuring, developing and enhancing ministries.

As part of the 2019 Budget Process, we are asking ministry leaders to continue budgeting for their programs and activities on a monthly basis. This will help the Stewardship Ministry to better evaluate expenses against monthly income. Therefore, each ministry leader is requested to provide the following information for the 2019 Budget Process:

Annual Ministry Budget Process Form (Enclosure C): This form should include your Ministry's Goals for 2019 and the activities and programs that will be implemented to accomplish those goals. It is requested that you prioritize the activities and programs by listing them in their order of importance. Please be specific in defining the "what," "why," "when," and "how much" in your request. This will help the Stewardship Ministry to better evaluate your proposed budget request. Also, it is requested that you indicate the month and day that the activities and programs will be held on the **2019 Planning Calendar (Enclosure D)**.

2019 Budget Submission Form (Enclosure E): This form should include the proposed funds requested for each of the activities and programs listed in the **Annual Ministry Budget Process Form**. Your Budget Request should show proposed funds by month reported in whole dollars. If you do not plan to spend funds in a particular month, leave that month blank.

Should you need information on your Actual Expenses by month through September 30, 2018 to assist you in projecting expenses for 2019, you may contact Sister DeLois McKinney in the Finance Office at stewardship@wattschapel.org. Please note the specific instructions below for reporting proposed income and expenses for events or activities that involve Pass-Through Funds.

Authorized Signature Card (Enclosure F): We request that you complete and submit the Authorized Signature Card along with the Budget Forms. It is **imperative** that you submit this form which authorizes the Stewardship Ministry to process expenditures against your approved budget.

2019 Pass-Through Form (Enclosure G): This form should be used to project income and expenses for events or activities that require collecting monies from the membership/supporters to pay for the event. For example:

Example 1: Discipleship Ministry sells 100 T-shirts at \$15.00 each

Projected Income from Membership	\$1,500
Projected Expenses	\$1,500

The \$1500 would be submitted as Income and Expenses in the Pass-Through Form.

Example 2: The Pastor's Esteem Ministry sells 100 tickets at \$30.00 for the Luncheon

Pass-Through Income and Expense	\$2,700
Church pays for 10 tickets	<u>\$ 300**</u>
Total Income	\$3,000

**The \$300 would be submitted in the Pastor's Esteem Budget Submission Form and the \$2,700 would be submitted in the Pass-Through Form.

Annual Ministry Report Form (Enclosure H): This form should include your accomplishments to date and those activities or events that will be accomplished through December 31, 2018. The information will be used to highlight ministries' accomplishments in the Pastor's Annual Report.

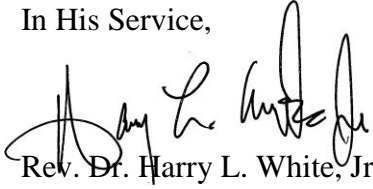
Sister Linda Williams of the Stewardship Ministry will lead the 2019 Budget Process. The forms are available on the website at www.wattschapel.org. It is requested that you complete these forms and submit them electronically to the Stewardship Ministry (stewardship@wattschapel.org) by October 22, 2018. When submitting the forms electronically, please name the file so that your ministry's submission can be easily identified. If you are unable to complete the forms electronically, you should leave your completed forms in the Finance Office.

**DO NOT CHANGE THE FORMS OR THE FORMAT.
If you have questions, please contact the Finance Office.**

Should you have any questions about the Budget Process or need assistance completing the forms, you may contact Sister Williams by e-mail at lgwdelta50@aol.com or Sister DeLois McKinney at 919-828-7348, ext. 226 or stewardship@wattschapel.org.

We look forward to working together with you in this Budget Process.

In His Service,



Rev. Dr. Harry L. White, Jr., Pastor

cc: Sister Priscilla Bullock, Stewardship Ministry leader
Sister DeLois McKinney, Director of Finance

- Enclosure A: 2019 Budget Process Schedule**
- Enclosure B: Ministry Development Process Form**
- Enclosure C: Annual Ministry Budget Process Form**
- Enclosure D: 2019 Planning Calendar**
- Enclosure E: 2019 Budget Submission Form**
- Enclosure F: Authorized Signature Card**
- Enclosure G: 2019 Pass Through Form**
- Enclosure H: Annual Ministry Report Form**

Watts Chapel Missionary Baptist Church

Schedule for FY 2019 Budget Process

Completion Dates	Required Action
September 10, 2018	Present Draft Budget Letter/Schedule/Forms for Stewardship Ministry Approval
September 11, 2018	Send Electronic Version of 2019 Budget Letter and Forms to Ministry leaders
September 16, 2018	Submit Church Announcement to remind Ministry leaders of Deadlines for 2019 Budget Submissions. Include in Oct 7, and Oct 14 Bulletins
September 26, 2018 6:30 p.m. before Bible Study	Stewardship Ministry and Rev. White meet with Ministry leaders to discuss Goals and Objectives and highlight required submissions for the 2019 Budget Process
October 16, 2018 Stewardship Meeting	Stewardship Ministry meet to discuss 2019 Income Projections and Budget Assumptions
October 22, 2018	Ministry leaders submit 2019 Budget Forms in Enclosures B through G
November 6, 2018 Stewardship Meeting	Stewardship Ministry complete review of Proposed 2019 Budget Requests and makes recommendations
November 9, 2018	Send Note to Ministry leaders about the Nov 14 Meeting
Nov 14, 2018 6:30 p.m. before Bible Study	Stewardship Ministry meets with Rev. White, Ministry leaders, and Deacons Ministry to discuss recommendations and any proposed 2019 Budget Issues
December 1, 2018 Church Conference	Stewardship Ministry presents proposed 2019 Budget for Approval at Church Conference
December 14, 2018	Send Approved 2019 Budget to Ministry leaders

**Watts Chapel Missionary Baptist Church
Annual Ministry Budget Process Form
For Church Year
Beginning January 1, 2019 and Ending December 31, 2019
Luke 14:28-30**

Ministry Name: _____ Ministry Category: _____

Ministry leader(s): _____

Ministry Goals/Events:

A.

B.

C.

Ministry Actions Plan(s) to Accomplish Ministry Goals: (Prioritize in Order of Importance and indicate the Month and Day that the Activity/Program will be held on the 2019 Planning Calendar (ENCLOSURE C)

Goal A: We will,

1.

2.

3.

Goal B: We will,

1.

2.

3.

Goal C: We will,

1.

2.

3.

ENCLOSURE C

Budgetary Resources Required:

- What:** A brief description of what is requested. It may describe several items in which the cost of each item is detailed in “How much?”
- Why:** Provide the reason(s) why the item is needed. The explanation is very important. This is the basis for funds to be allocated. A good reason(s) is needed to support the use of church funds for each requested item.
- When:** Be specific as possible. Not knowing when funds will be needed may be a sign of poor planning. Knowing when funds are needed is important because the Stewardship Ministry tracks funds throughout the year to know if a budget line is on track, under spending or over spending.
- How Much:** A breakout of the item(s) being requested is needed. Please show calculations when possible.

Items that Will Get a Close Look

1. Food
2. Entertainment
3. Travel
4. Duplication with Other Budget Line Items from other Ministries
5. Items that need more thought or more explanation
6. Items with too little detail
7. Items that personal funds should be used for instead of church funds



ENCLOSURE D

2019 PLANNING CALENDAR

Please submit your 2019 dates. A copy of this form will be emailed to you upon submission.

Please note: Dates submitted are subject to approval. An **Event Planning Form** and **Pastoral Approval** are still required for each event 6 weeks in advance.

Ministry Name: _____

Full Name: _____

Email: _____

Submit your proposed January 2019 dates:

Submit your proposed February 2019 dates:

Submit your proposed March 2019 dates:

Submit your proposed April 2019 dates:

Submit your proposed May 2019 dates:

Submit your proposed June 2019 dates:

Submit your proposed July 2019 dates:

Submit your proposed August 2019 dates:

Submit your proposed September 2019 dates:

Submit your proposed October 2019 dates:

Submit your proposed November 2019 dates:

Submit your proposed December 2019 dates:

2019 Budget Submission Form

ENCLOSURE E

Ministry Title:		Ministry Chair and Phone Number:
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Proposed 2019 Events and Activities													
Proposed 2019 Events and Activities													
Proposed 2019 Events and Activities													
Proposed 2019 Events and Activities													
Proposed 2019 Budget													
Approved 2019 Budget													

Comment:

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Authorized Signature Card

Date: _____

Calendar Year: 2019

Effective Date: _____

Ministry: _____ Account No.: _____

Authorization to Commit Funds: Individuals listed below have authorization and related responsibilities to commit funds for this Ministry and Account Number. Individuals signing this form must follow procedures established by WCMBC and the Stewardship Ministry.

Print Last Name, First Name, MI and Position

Signature

Print Last Name, First Name, MI and Position

Signature

Print Last Name, First Name, MI

Signature Approval/Ministry Leader

Please contact the Stewardship Office at (919) 828-7348, ext. 226 and submit an updated form should there be any changes in authorized signers for your Ministry during the year.

Return completed form to the Stewardship Ministry

Stewardship Ministry Use Only

2019 Pass-Through Form

ENCLOSURE G

Ministry Title:

Ministry Chair:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Proposed 2019 Events and Activities													
Proposed 2019 Events and Activities													
Proposed 2019 Events and Activities													
Proposed 2019 Events and Activities													
Proposed 2019 Budget													
Approved 2019 Budget													

Comment:

