

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