

Watts Chapel Missionary Baptist Church

Schedule for FY 2020 Budget Process

Completion Dates	Required Action
September 17, 2019	Present Draft Budget Letter/Schedule/Forms for Stewardship Ministry Approval
September 18, 2019	Send Electronic Version of 2020 Budget Letter and Forms to Ministry leaders
September 25, 2019 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 2020 Budget Process
October 1, 2019	Submit request for reminder email to be sent to Ministry Leaders of Deadlines for 2020 Budget Submissions. Send emails 1 st and 2 nd week of October.
October 15, 2019 Stewardship Meeting	Stewardship Ministry meet to discuss 2020 Income Projections and Budget Assumptions
October 22, 2019	Ministry leaders submit 2020 Budget Forms in Enclosures B through H
November 5, 2019 Stewardship Meeting	Stewardship Ministry complete review of Proposed 2020 Budget Requests and makes recommendations
November 8, 2019	Send Note to Ministry leaders about the Nov 13 Meeting
Nov 13, 2019 6:30 p.m. before Bible Study	Stewardship Ministry meets with Rev. White, Ministry leaders, and Deacons Ministry to discuss recommendations and any proposed 2020 Budget Issues
December 16, 2019 Church Conference	Stewardship Ministry presents proposed 2020 Budget for Approval at Church Conference
December 21, 2019	Send Approved 2020 Budget to Ministry leaders