

**Watts Chapel Missionary Baptist Church
Annual Ministry Budget Process Form
For Church Year
Beginning January 1, _____ and Ending December 31, _____
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 D)

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