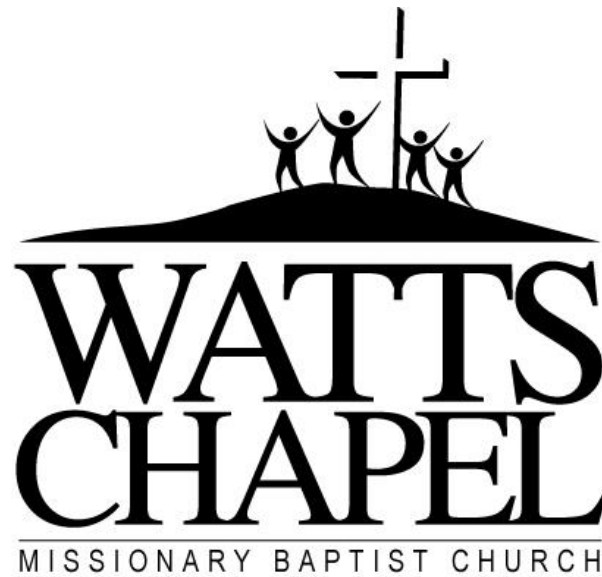


**WATTS CHAPEL MISSIONARY BAPTIST CHURCH**

**MINISTRY MEETING  
& EVENT FORM**



**Administrative Office  
3703 Tryon Road  
Raleigh, NC 27606**

**Phone: 919.828.7348 ext. 223**

**Fax: 919.828.1648**

**Email: [jfoxlong@wattschapel.org](mailto:jfoxlong@wattschapel.org)**

**Web Address: [www.wattschapel.org/forms](http://www.wattschapel.org/forms)**

***Reverend Dr. Harry L. White, Jr., Pastor***

# MINISTRY MEETING/EVENT PROPOSAL SUBMISSION PROCESS

## **PURPOSE**

The purpose of the Ministry Event Planning Packet is to help us as a church to be more organized in our planning and implementation of ministry events and activities. The form will increase collaboration between and across ministries, help us better allocate resources, eliminate overbooking space, and position our ministries to be more effective in achieving our vision and mission. Each event must support one or more of the goals laid out in our Mission Statement: To develop disciples of Jesus Christ who advance the Kingdom of God through worship, evangelism, study, the giving of tithes and offerings, and service. **Event Planning Forms should be submitted no fewer than sixty days (60) prior to your event to allow time for approval, planning, promotion, and implementation.**

**Please note: This event should have already been approved in this year's Budget Process.**

## **PROCESS**

### **Step 1. Complete the Ministry Meeting/Event Proposal Form**

- A Proposal Form must be submitted for **EVERY** ministry meeting and special event.
- For monthly meetings, one form may be submitted with several monthly meeting dates listed on the proposal.
- The Proposal Form must be signed by the Ministry Leader.

### **Step 2. Submit the form to the church office, for review.**

- The form can be submitted to the Assistant Director of Finance and Programming, Jane Fox Long via email to JFoxLong@wattschapel.org or by fax to 919-828-1648.
- Events, other than ministry meetings, will be forwarded to the Pastor for final approval.
- If deemed necessary, a logistical meeting will be scheduled with Pastor White or the Assistant Director of Finance and Programming.
- A reply will be returned within 2 weeks of receipt.

### **Step 3. Approved Meeting/Event**

- A copy of the approved proposal will be returned to the Ministry Leader or event contact person, along with any adjustments.
- The office will forward the form to relevant ministry teams.
- The Ministry Leader or event contact person can begin promoting their event, once they have received approval.

#### **Denied Meeting/Event**

A copy of the denied proposal will be returned to the Ministry Leader or event contact person. No further action is necessary

#### **Canceled Meeting/Event**

If the Ministry Leader/ministry team decides to cancel a meeting or event after approval, please contact the church office immediately. No special event should be canceled without approval from the Pastor.

## **EVALUATION**

Expect to evaluate your event after it occurs. The evaluation form is available on our website and must be submitted to the church office two weeks after the event.

## **MINISTRY MEETING/EVENT PROPOSAL FORM**



Today's Date:

Ministry Name:

Event Planning Team Members:

Name of Event:

Description of Activity:

Proposed Date:

Recurring Meeting?  Yes  No

Event Start Time:

Event End Time:

Setup Time:

Time Needed for Cleanup:

Estimated Number of Participants :

Target Demographic:

Event Location: Watts Chapel Campus  Offsite  \_\_\_\_\_

If your event will be held at Watts Chapel, which room(s) do you need?

- Classroom \_\_\_\_\_  Multipurpose Room  Sanctuary  
 Fellowship Hall  Vestibule  Parking Lot

Will you need access to the kitchen?  Yes  No

Will you need assistance from the Culinary Arts Ministry?  Yes  No  
(please explain)

Assistance needed from other ministries (these ministries will be contacted by the church office upon proposal approval):

- Culinary Arts Ministry  Media (Audio/Video) Ministry  Photography Ministry  
 Sentinel Ministry (Security)  Transportation Ministry  Usher Ministry  
 Childcare\* *Availability is limited and at the discretion of the Director of Children and Youth.*

How many microphones will you need? \_\_\_\_\_ wireless \_\_\_\_\_ handheld: \_\_\_\_\_ lapel: \_\_\_\_\_

Additional items needed for meeting/event:

- Easel  Flip Chart  TV/DVD  
 Laptop  Projector  Podium  
 Other: \_\_\_\_\_

Will the program include speakers/facilitators? Yes  No

If yes, please provide suggested speakers, topics and a copy of the speaker(s) resume. \*Note: All speakers must be approved by the Pastor before extending an invitation.

Speaker Name:

Topic:

Church Affiliation:

Website (if applicable):

**Will a contract be required?**  Yes  No

*NOTE: All contracts must be reviewed and signed by the Stewardship Office.*

**What is the estimated expense for this event: \$** \_\_\_\_\_

**Will registration be required?** \_\_\_\_\_

**Desired registration cutoff date:** \_\_\_\_\_

**Is there a fee?**  Yes  No

**Amount of registration fee?** \_\_\_\_\_

**How do you plan to promote your event? (check all that apply)**

- Sunday Worship Guide     Pastoral Briefs     Flyer/Handbill  
 Email Newsletter     Direct Mailing/Postcard     Social Media  
 Other \_\_\_\_\_

***\*Please include an Announcement Request Form***

**Point of Contact for this meeting/event:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature of Ministry Leader:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

### **ROOM SETUP:**

Number of CHAIRS needed: \_\_\_\_\_ Number of TABLES needed: \_\_\_\_\_

**How do you want your table and chairs set-up? Draw a diagram below.** *(If you are unsure about setup at the moment, please do not forget to follow up with a diagram at least 1 week prior to your event.)*

### **FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Returned to Ministry: \_\_\_\_\_

**APPROVED**

**NOT APPROVED; Reason** \_\_\_\_\_

Babysitting Ministry

Church Sexton (Cotten)

Stewardship Ministry

\_\_\_\_\_

Church Sexton (Hamilton)

Culinary Arts Ministry

Trustee Ministry

\_\_\_\_\_

Deacon Liaison (Weeks)

Photography Ministry

Technology Ministry

Media Ministry

Sentinel Ministry

Church Calendar