

MINISTRY PLANNING GUIDE

Back River United Methodist Church

PRE-ASSESSMENT (BEFORE THE EVENT)

Name of this event and short description:

Name of person coordinating this event:

Number of persons estimated to run this event:

Where would this event be located?

Have you scheduled this event with the church secretary and reserved all rooms that are needed?

Who is the PRIMARY target audience for this event - who do you want to attend or participate?

What is the main objective (desired result) of this event?

Briefly explain the primary way you plan to achieve the objective? (*Essential task(s) that must be carried out for objective to be achieved*)

If you achieve the objective, how will it be helping us to make followers of Jesus Christ who are demonstrating Christ's love and teachings and making a holy impact on the world?

What specific measures (i.e., attendance, profit made, first time commitments to Christ, people served, contact info received, etc.) will you use to evaluate the success of the event?

What is the estimated cost of this event for the church? (Estimate the financial resources required to fund the event)

How much of the cost do you estimate will be funded from:

donations and fund raisers?

the budget?

What is the amount currently available for you in the budget?

If this is a profit making event, how would you like to allocate that income?

How will you advertise this event to your target audience?

(Remember to consider what would best reach your target audience. Be sure to use all that are applicable.)

Flyer/Pamphlet

Direct Mailing/Letter

Email Advertisement

Our Church Sign Out Front

Newspaper (East County Times and others)

Church Newsletter

BRUMC Weekly News

Phone Calls

Word of Mouth

If needed, how will you register people attending your event? When?

(We need to collect all that is applicable: name, address, phone number, email address, fee/deposit)

Will there be a fee and a deposit needed from people registering for the event? If so what?

If needed, who will collect fees & deposits? When?

(All money collected should be recorded and placed in the church offering and will be available upon request of person coordinating this event.)

How do we plan to follow up with any newcomers to this event?

What equipment or special resources does this event require? *(sound, video, computer, projector, tables, chairs, tools, kitchen, curriculum, books, child-care, etc.)*

How will this equipment or special resources be provided?

Have you contacted the appropriate people to provide this service?

Will food be involved? List all food and drink items.

(In most cases food consumed as part of the event will have to be cooked in church kitchen or purchased from a licensed vendor. If you are unsure about this, please contact the church secretary.)

What set up and cleaning is needed before the event and do you have people scheduled to do this?

What take-down and clean up will be needed after the event and do you have people scheduled to do this? *(Please clean up immediately at close of event unless you have cleared it with the church secretary and scheduled an additional time the next day to come in and clean.)*

FOR CHILDREN'S AND YOUTH EVENTS:

Will Permission and Medical Forms be Needed? If so, how will you distribute them?

Do you Have The Appropriate Number of Chaperones?

(At least 5 youth to 1 adult ratio with chaperones age 20 or over and at least 5 years older than the youth they are chaperoning.)

Please List All Chaperones Below:

Have all the chaperones undergone the Youth Protection Training and filled out the appropriate forms?

POST- ASSESSMENT (AFTER THE EVENT): *Please use separate sheet of paper*

Name of this event:

Name of person coordinating this event:

Please provide a complete and detailed **INCOME & EXPENSE** Form.

Please provide a step by step description of the general actions you took to develop and accomplish this event, including changes you would make next time. (*This is a one time step that would only need updated if the event is repeated.*)

Please evaluate the event based on the measures you listed above.

What are your general comments and/or recommendations for this event?

(Did this event reach the people it was intended to reach? Was it appropriate for our community context? Did it help us to become or make followers of Christ in some way? Did it make a holy impact on people? Is NOW the best time for this event? Does this event add to our momentum and advance us toward our vision OR does this event distract us and get us moving in the wrong direction?)

STATISTICS:

of people who served on the event team: _____

of people served by this event: _____

of people served by this event who aren't part of BRUMC: _____

of people served by this event for the first time: _____

Would you recommend continuing this event? YES NO

PLEASE PROVIDE A COMPLETED COPY OF THE PRE- ASSESSMENT FORM TO THE LEADERSHIP COUNCIL FOR APPROVAL AT LEAST ONE MONTH PRIOR TO THE EVENT.

PLEASE PROVIDE A COMPLETED COPY OF THE POST-ASSESSMENT FORM TO THE LEADERSHIP COUNCIL NO LATER THAN ONE MONTH AFTER THE EVENT.

NOTE: An **event** is any activity, project, retreat, fundraiser, service, ministry, or gathering of any kind within the life and scope of the church. All those planning/coordinating church-related events must complete these forms and return them to the Leadership Council in a timely manner.

Scouting events and all church business/planning meetings are currently **exempt** from this policy, although we still believe these forms can be of great use to those holding such events.

The Leadership Council
 Back River UMC
 June 1, 2008