**Ministry Program Proposal for Jerusalem Missionary Baptist Church**

*What we do in the name of Jesus Christ deserves our very best and this form is designed to help you initiate an event, ministry or program that offers the best we have to give.*

**Proposal Process:**

1. Programs or events will be considered official ministries of the Jerusalem Missionary Baptist Church only after approval of the program proposal form. The form is to be filled out as completely as possible. **We understand that some of the blanks will not be relevant to some proposals.**
2. Submit the proposal to the Deacon that is assigned over your particular ministry, if said Deacon is not available, please present to another Deacon. We will let you know as quickly as possible whether your proposal has been adopted, and what we can do to help you.
3. Proposals will fall into two basic categories:
4. Simple: These events or programs have limited duration, do not need special funding/limited funding and do not demand significant church resources.
5. Complex: These are ongoing programs (with no ending date) or ministries that require substantial time, money, people from the congregation and/or outside contacts.
6. Every proposal will be measured against our Mission, Vision, and Values of this church, if it meets the requirements it will be approved. However, if there is a conflict with dates, the ministry will be notified of the changes.
7. If the proposal is denied the reason for denial will be given and explained.

**Who and Name of the Ministry making the proposal?**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ministry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Partners\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the program or event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scripture for program or event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How does it serve our Mission and Vision?**

**Who is it for? (Who is designed to serve? Who is invited?)**

**What is the purpose? (Describe what you hope it will do for or to the people who participate)**

**What do you need to make it successful?**

**When is it going to happen?** (1st and 2nd dates, how many days and times)

**What facilities will you need?** \_\_ Building and rooms\_\_ van\_\_ table and chairs\_\_\_ sound equipment

\_\_room setup\_\_ office services (printing) \_\_kitchen (fill out forms)

**How do you plan to promote it?** \_\_bulletin\_\_ email\_\_ newsletter\_\_ website\_\_ outside board\_\_

Written invitations\_\_ announcer\_\_ newspaper\_\_ flyers

**How do you plan to finance it?** \_\_no cost\_\_ fundraiser\_\_ fee for event \_\_ ticket sales \_\_ special

Offering \_\_ church budget funding \_\_ other. **Please attach Monetary Request Form….**

**Suggested Speakers for your event:** (Must be approved by Pastor prior to notification of the

Speakers) please provide Name, Address, and Telephone number.

1st\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How will you report back the outcome of your program or event?**

**Is there anything else that need to be noted?**

**Received By:**

**Date Received:**

**Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Modified\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Denied\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**