



2026 Ministry Leader Preparation Packet

Preparing for 2026

As we plan for 2026, think about what God has for us in the future. How will the ministry you lead help Sixth Mount Zion become the hospitable, relational, biblically based, community focused, generous and worshipping church we aspire to be?

Included in this packet:

Enclosed in this packet are materials that ministry leaders should complete after answering these questions with the input of members of the ministries in which you serve. It is our hope that this will aid us so that we can all be ready to do ministry with excellence in 2026.

- 2026 Church-wide events listing (dates unavailable for scheduling other events)
- Use of Space & Equipment Request
 - **Calendar Requests are approved on a first come, first served basis**
 - **Seriously consider how frequently your ministry needs to meet**
- 2026 Budget process instructions & forms
 - **Deadline for submission to Budget Ministry: Sunday, November 23rd**
- 2025 Ministry Assessment / 2026 Ministry Leadership Listing
 - **Deadline for submission to church office: Sunday, December 21st**

Most forms are also available on our website. Please use the new forms to ensure that you have the most up to date instructions for policies and procedures.

Additional Forms are available in the administrative hallway.

Sixth Mount Zion Baptist Church 2026 Church-Wide Events Listing

(dates unavailable for scheduling other events)

Day/Date	Activity	Time
1st Sunday Even months	Baptism	10:15 AM
Every Sunday	Church School / Worship	9:30 AM / 10:45 AM
3rd Wednesdays	Baptism & New Members Class	5:15 PM - 6:15 PM
Wednesdays Sept - Jun	Bible Study (Virtual)	12:00 – 1:00 PM 6:30 – 7:30 PM
<i>January 10</i>	<i>SMZBC BASICS Training for Ministry Leaders</i>	<i>9:00 AM</i>
January 12	Quarterly Business Meeting	7:00 PM
January 18	Installation of Officers	10:45 AM
January 19	Martin Luther King, Jr. Day	
January 25	A.W. Brown World Missions Day	10:45 AM
February 15	Founders' Day	10:45 AM
February 18	Ash Wednesday Service	6:30 PM
March 13-15	Women's Weekend	
April 3	Good Friday Service	12:00 PM
April 4	The Whip, the Hammer, and The Cross	
April 5	Resurrection Sunday	
April 11	SMZBC BASICS Training for Ministry Leaders	9:00 AM
April 13	Quarterly Business Meeting	7:00 PM
May 10	Mother's Day	
May 25	Memorial Day	
May 30-31	Social Justice Weekend (Financial Empowerment)	Tulsa Massacre Ann
June 6-7	Children & Youth Weekend	
June 19	Juneteenth	
June 21	Father's Day	
June 28	Graduate Recognition Sunday	10:45 AM
July 4	Independence Day	
July 11	SMZBC BASICS Training for Ministry Leaders	9:00 AM
July 13	Quarterly Business Meeting	7:00 PM
July 19	21st Anniversary of Pastor & People	10:45AM
<i>August 30</i>	<i>Senior Celebration Sunday</i>	
September 7	Labor Day	
September 20	159th Church Anniversary & Homecoming	
October 10	SMZBC BASICS Training for Ministry Leaders	9:00 AM
October 12	Quarterly Business Meeting	7:00 PM
October 16-18	Holistic Hurt, Wholistic Healing Conference	
November 20-22	Men's Weekend	
November 24	Community Thanksgiving Worship	
November 25-27	Thanksgiving Holiday	
December 16	Annual Budget Meeting	6:00 PM
December 24	Community Christmas Eve Worship	10:00 AM
December 24 – January 1	Christmas Holiday	Rehearsals Only
December 31	Watchnight Worship	10:00 PM

Sixth Mount Zion Baptist Church

2025 Ministry Assessment, 2026 Plan & Officers

Please discuss the following questions with your ministry members. This assessment will help us to be a more effective church.

Ministry			
Ministry Leader			
Ministry Demographics			
# Female Members		# Male Members	
Frequency of Meetings		Average Attendance	
Describe your ministry's purpose & how it relates to the church's vision, mission, and core values			
2025 Highlights (List at least 3 things your ministry did to benefit SMZBC or our community)			
1			
2			
3			

2026 Plans (List at least 3 things your ministry plans to do in the year ahead)	
1	
2	
3	
If Money/Space/Time were not an issue, what would you like your ministry to do in 2026?	
What Can the Church Do to Help Your Ministry?	
2026 Ministry Leadership Roster (Officers Must Be Members of Sixth Mount Zion Baptist Church)	
President/Chairperson:	
Vice-President/Vice-Chair:	
Secretary:	

DUE IN THE CHURCH OFFICE BY DECEMBER 21st

Sixth Mount Zion Baptist Church

Use of Space and Equipment Request

INSTRUCTIONS: Please complete all sections of this form and submit to the Church Office ***at least 2 weeks (14 days) prior to requested*** date. The Administrative Staff will make every effort to accommodate your request, however, please note that the submission of this form does not guarantee approval of request. Please DO NOT advertise your event until you have received approval from the Church Office.

Ministry: _____

Event: _____

Event Date: _____ / _____ / _____ # of People: _____

Start Time: _____ AM / PM End Time: _____ AM / PM

If this event occurs more than once, how often will you meet? _____

Contact Person: _____

Contact Phone/Email: _____

Space Needed (Please check all that apply):

- | | | |
|---|--|---|
| ☐ Sanctuary | ☐ Multipurpose Room | ☐ Church School Room |
| ☐ A. W. Brown Room | ☐ Kitchen | ☐ Nursery |

Equipment & Supplies Needed (Please check all that apply):

- | | | |
|---|---------------------------------------|--|
| ☐ Tables (# _____) | ☐ Sound System | ☐ Dry Erase Board |
| ☐ Chairs (# _____) | ☐ Laptop | ☐ Easel / Easel Pad |
| ☐ Projector & Screen | ☐ DVD Player | ☐ Kitchen Equipment |
| ☐ Other Supplies (i.e., paper products): _____ | | |

NOTE: A Media Ministry representative must be present to use media equipment and a Food Services Ministry representative must be present to use kitchen equipment.

Please Use the back of this sheet to Draw a Diagram of Your Preferred Room Arrangement. If you do not submit a diagram, the Janitorial Company will not set up.

For Church Office Use Only

Date Form Received: _____ / _____ / _____ Initials: _____

☐ Request Approved ☐ Request Not Approved/Reason: _____

Copies Given To: ☐ Janitorial Services ☐ Food Services ☐ Media

Sixth Mount Zion Baptist Church

Budget Process Explanation

“Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? For if he lays the foundation and is not able to finish it, everyone who sees it will ridicule him.” --Luke 14:28-30

Budgets are prepared for the purpose of “estimating the cost” of all ministry plans, events and projects of SMZBC. In accordance with our Church Constitution, the Budget Ministry will comprise of the following: Treasurer, Financial Secretary, Deacon Representative, Trustee Representative, Administrative/Ministerial Staff person and three (3) members from the congregation at large. The Pastor serves in an ex-officio capacity.

The Budget Ministry's Duties:

1. Prepare and submit to the church an inclusive budget itemizing the amount needed for all church ministries.
2. Present a recommended budget at a special call meeting on Wednesday, December 17th.

Notes for Budget Form Completion

- Each ministry that seeks to receive church funds **must** complete a Budget Request Form. We ask that you complete and return the Budget Request Forms to the church office **no later than Sunday, November 23rd**.
- Ministry leaders are encouraged to complete the 2026 Budget Request while they are planning the 2026 Calendar to make sure that you are thinking through which events will require money.
- Please complete the form in its entirety.
- **Paper Products:** If a ministry plans to use paper products (plates, cups, plasticware), coffee, or any items that the church needs to purchase, you should request funds for such in your budget.
- **Note about budgeting:** All events must have prior budgeting allotted and approved by the Ministry Group Leader and the Finance Ministry. Do not assume because the money was allotted in the annual budget meeting that it is available for your event. Do not assume that if you don't use the money for Event A that it can be transferred over to Event B.
- It is very important that you request money if you think the ministry will spend money.
- **The annual budget is a plan** based on what the leadership predicted our financial health would be in the upcoming year. This plan is monitored throughout the year. It is possible that some money allotted in the plan will not be available when it is time for your event, or that the church does not have the resources to provide the entire planned amount for your event.
- The Church reserves the right to purchase similar items at a discounted rate.

The Budget Ministry will use the following timeline:

<i>Action</i>	<i>Dates</i>
Ministry Budget Requests Due	November 23
Reviewing Budget Requests	November 24 - December 16
Present budget to church for vote	December 17

Sixth Mount Zion Baptist Church

2026 Budget Request

Ministry:			
Ministry Leader:		Phone:	
Account Name:			
Month(s) Funds Needed:	Detailed Description of Request:	Requested Amount:	Approved Amount:
<i>Example:</i> Jan, Apr, Aug, Dec	Church School Curriculum (75 - \$5.00 packets per quarter)	\$1,500.00	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL AMOUNT REQUESTED		\$	\$
Ministry Leader Signature:			
Budget Ministry Representative:			
Budget Ministry Questions:			
Approved / Not Approved Budget Ministry Comments			

Please be as detailed as possible. DUE BY NOVEMBER 23rd.

Sixth Mount Zion Baptist Church Copies Request

INSTRUCTIONS: Please complete this form to request copies be made by the Church Office. The Pastor and Administrative Staff reserve the right to edit copies prior to printing. **This request form should be submitted at least seven (7) days before copies are needed.**

Ministry: _____

Contact Person: _____

Contact Phone/Email: _____

Total # of Pages to be Copied: _____

Total # of Copies Requested: _____

Date Needed: ____/____/____

I wish to have copies (please check all that apply):

- ☐ **Printed single sided**
- ☐ **Printed duplex style (front and back)**
- ☐ **Printed in color (subject to approval)**
- ☐ **Printed on color paper** Preferred color: _____
- ☐ **Placed in our Ministry Folder on the Administrative Hallway**
- ☐ **Left in the Church Office for Pickup**

Comments:

FOR CHURCH OFFICE USE ONLY

Date Form Received: ____/____/____ **Initials:** _____

Date Exec. Min. Reviewed: ____/____/____ **Initials:** _____

Date Copies Completed: ____/____/____ **Initials:** _____

Sixth Mount Zion Baptist Church Announcements Request

INSTRUCTIONS: Please complete this form to request an announcement be made to the Sixth Mount Zion Baptist Church family. The Pastor and Administrative Staff reserve the right to edit announcements prior to publication. Note that church-wide events take priority.

Contact Person: _____

Contact Phone/Email: _____

This announcement is for:

Please check all that apply

☐ **The Mount News** (on screen in worship) - due in office by Wednesday at 12:00 PM

☐ **The Mount E-News** (sent via email weekly) - due in office by Monday at 12:00 PM

☐ **Facebook, Twitter, SMZBC App** - due in office 1 week prior to event

How do you want the announcement to read?

FOR CHURCH OFFICE USE ONLY

Date Form Received: ____/____/____

Initials: _____

Date Exec. Min. Reviewed: ____/____/____

Initials: _____

Sixth Mount Zion Baptist Church
Printed Materials, Flyers, Program Design Request

INSTRUCTIONS: Please complete this form to request the Church Office design a flyer, banner, program, or some other printed material for a Ministry or Ministry sponsored event. While Ministry Leaders are welcome to submit their ideas, the Pastor and Administrative Staff reserve the right to edit all printed material prior to publication. **Information needed to prepare printed materials is due two weeks in advance.** When possible, the Church Office will prepare drafts for Ministry Leader review prior to publication.

Ministry: _____

Contact Person: _____

Contact Phone/Email: _____

Date Form Submitted: ____/____/____ Date Needed: ____/____/____

We are requesting the Church Office Design the Following (please check all that apply):

- ☐ **Flyer for an Upcoming Event**
☐ **Program for an Upcoming Event**
☐ **Banner**
☐ **Other** _____

In the space below, specify what information should be included (dates, times, themes, preferred colors, RSVP deadlines, etc). You may also attach a draft.

FOR CHURCH OFFICE USE ONLY

Date Form Received:	____/____/____	Initials: _____
Date Exec. Min. Reviewed:	____/____/____	Initials: _____
Date Draft Design Complete:	____/____/____	Initials: _____
Date Copies Completed:	____/____/____	Initials: _____
Final Draft Printed/Ordered:	____/____/____	Initials: _____

Sixth Mount Zion Baptist Church

Ministry Deposit Form

INSTRUCTIONS: Please use this form to deposit funds into a Ministry's Pass Thru Account or from The Mount Bookstore. Ministry Pass Thru Funds will not be counted toward the church's general operating expenses. **Return this completed form, along with the funds to the church office in a sealed envelope marked "Attention: Finance Ministry".**

Date Ministry Deposit Form Submitted	
Ministry Name	
Depositor's Name (Please Print)	
Depositor's Signature	
Depositor's Telephone # or Email Address	
Deposit Details	
1. Coins Deposited	\$
2. Cash Deposited	\$
3. Checks Deposited	\$
Total Amount Deposited (add lines 1-3)	\$
Finance Ministry Verification	
Date Ministry Deposit Form Received	
Counting Team Leader Name	
Counting Team Leader Signature	
Counting Team Member Name	
Counting Team Member Signature	
Comments:	

Sixth Mount Zion Baptist Church Requisition Form

INSTRUCTIONS: Please use this form to request church funds. The completed form is to be signed by the Ministry Leader. Incomplete requisitions may be returned. Please do not wait until the last minute to request funds. **If the church is in a position to do so, requisitions for approved budget requests and Ministry Pass Thru Accounts will be processed by the church's bookkeeper and checks will be ready within 10 business days of receipt.** Non budgeted requests will be reviewed by the Treasurer and/or Executive Ministry. Ministry Leaders and members should not make purchases before submitting this form and receiving a response.

Date Form Completed: ____/____/____	Date Funds Needed: ____/____/____
Ministry Name	
Account Name / Fund	
Ministry Leader Name	
Ministry Leader Phone or Email	
Ministry Leader Signature	
Are requested funds in the budget?	☐ YES ☐ NO
Describe items to be purchased or services to be rendered	
Total amount requested	\$
Request payment using	☐ Check ☐ Church Credit ☐ Direct Deposit (staff only)
Make check payable to:	
Charge to:	☐ Visa ☐ Lowe's ☐ Sam's Club
For Office Use Only	
☐ Approved ☐ Not Approved	Check # _____ Initials _____

Very Important Notes on Use of Church Funds for Ministry Leaders

Requisitions	★ Submit requests for <u>budgeted</u> church funds at least 10 business days (2 weeks) prior to when needed; this will give us time to verify money is available. ★ The bookkeeper only comes once a week, but submitting a requisition on the day the bookkeeper is in the office does not guarantee that it will be processed that day ★ Please share with ministry members: DO NOT spend personal funds before submitting a requisition and receiving a response ★ The church has membership and tax exemption status with various discount stores and programs. Depending upon the request, the church may place the order rather than processing a check for an individual to purchase.
Receipts	★ Receipts must be submitted that totals the amount of money the church provided, or return any unused funds. <i>For example, if you are given \$250.00 to purchase food for an event and you spend \$225.00, we expect to receive receipts totaling \$225.00 along with cash or check for the \$25.00 that you did not spend. Even if you spend \$247.50, we expect you to return \$2.50.</i> ★ If a person does not return receipts to verify the use of church funds, future requests may be approved using the church credit card
Money Collected	★ No Ministry Leader or member of Sixth Mount Zion Baptist Church has the authority to collect and hold money on behalf of the church or a ministry of the church. ALL funds must be deposited using a Ministry Deposit Form.
Contracts, Grants	★ No Ministry Leader or member of Sixth Mount Zion Baptist Church has the authority to enter into contracts, apply for grant funding, or submit proposals on behalf of the church or a ministry of the church. Contracts, grant applications, and any other proposals must be submitted to the Trustees/Executive Minister for review.
Events/Trips	★ No Ministry of Sixth Mount Zion Baptist Church should sponsor or promote events or trips that include destinations or content that would be contrary to the mission and vision of this church (i.e., bars, casinos, etc.). As a general rule, if the church wouldn't sponsor the trip, then a ministry of the church should not sponsor the trip.

Sixth Mount Zion Baptist Church Transportation Request

INSTRUCTIONS: Complete all sections of this form and submit at least 2 weeks prior to event. The Administrative Office will make every effort to accommodate your request. However, please be advised that the submission of this form does not guarantee approval of request. If you are in need of help finding a driver, please contact the Church Office.

Ministry: _____

Contact Person: _____

Contact Phone/Email: _____

Event: _____

Destination: _____

Event Date: _____ / _____ / _____ # of People Traveling: _____

Leave Time: _____ AM / PM Return Time: _____ AM / PM

Name of Driver: _____

For Church Office Use Only

Date Form Received: _____ / _____ / _____ Initials: _____

Date Reviewed: _____ / _____ / _____ Initials: _____

Beginning Mileage _____

Ending Mileage _____

If gas was purchased or repairs made, please explain below: