



Ministry Event Agenda Template

Ministry Name: _____

Event Title: _____

Event Theme/Focus: _____

Event Date: _____

Event Location: _____

Event Coordinator: _____

Team Members/Volunteers: _____

Event Objective

(Briefly describe the purpose and desired outcomes of this event. What do you want participants to experience, learn, or take away?)

Event Overview

Time	Agenda Item	Description/Activity	Lead Person
	Welcome & Opening Prayer	Brief prayer and warm greeting to set the tone.	
	Icebreaker / Interactive Activity	Fun, engaging opener to get participants involved.	
	Main Session / Experience	Central activity or interactive session	

	connected to the theme (no lectures — encourage participation).
Spiritual Moment / Devotional	Short, meaningful reflection or group prayer connecting the event to faith.
Fellowship Time	Refreshments, conversation, or group connection time.
Closing Remarks & Prayer	Recap key messages, thank participants, and close in prayer.

Spiritual Focus

(Include a relevant scripture or short devotional theme that ties to the event.)

Supplies / Materials Needed

Roles & Responsibilities

Team Member	Role/Task	Notes
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Participant Engagement Plan

(How will you ensure participants are actively involved and not just observing?)

Evaluation Notes

(To be completed after the event — highlights, attendance, feedback, improvements.)

Scheduled Debrief Session

****Date & Time:**** _____

(This session should be scheduled before the event takes place. Use it to reflect on what went well, what can be improved, and next steps.)

Please submit completed form to ministry's assigned ordained minister FIRST and then to cpbbcministries@gmail.com for approval.