

Ministry Event Guidelines

Purpose of Ministry Events

Ministry events serve as opportunities to connect, uplift, and empower the body of Christ. Each event should reflect the church's mission of spiritual growth, fellowship, and community engagement. Events are meant to inspire joy, strengthen faith, and create meaningful connections among participants.

Event Mindset

*Ministry events should feel alive — full of faith, fellowship, and fun.
Every person who attends should walk away feeling spiritually renewed, connected, and included.*

Event Philosophy

All ministry events should be:

- **Spiritually Rooted:** Every event should have a Christ-centered foundation that points participants toward spiritual growth, encouragement, and reflection.
- **Fun and Engaging:** Events should create an atmosphere of joy, fellowship, and excitement. Ministry gatherings are not meant to feel like lectures or meetings, but like experiences that bring people together in faith and celebration.
- **Interactive:** Participants should feel **actively involved**, not just present. Activities, discussions, and presentations should be designed to engage everyone in attendance.
- **Purposeful:** Each event should have a clear goal — whether it's outreach, education, fellowship, or worship — and every element of the event should support that goal.

Event Planning Expectations

When planning a ministry event, teams should consider the following key elements:

1. **Prayerful Planning**
 - Begin planning with prayer, seeking God's guidance and creativity.
 - Ask God to reveal the purpose and message He wants to communicate through the event.
2. **Event Theme & Objective**
 - Clearly define the theme or focus of the event.
 - Every activity, song, decoration, and message should align with that theme.
3. **Engagement & Participation**
 - Design experiences where participants are **involved**, not simply observing.
 - Incorporate interactive elements such as group discussions, games, small activities, creative workshops, role plays, or live demonstrations.

- Avoid long lectures or one-sided presentations. Instead, promote conversation, movement, and collaboration.
- 4. **Spiritual Element**
 - Include a spiritual component such as scripture reading, prayer, worship, or a brief, interactive devotional.
 - Encourage reflection or small group sharing that connects the theme to faith and daily life.
- 5. **Atmosphere & Experience**
 - Create an inviting environment through music, décor, hospitality, and intentional design.
 - Ensure the event feels welcoming, uplifting, and full of life.
- 6. **Team Roles & Responsibilities**
 - Assign roles such as event coordinator, greeter, facilitator, activity leader, and prayer lead.
 - Designate one person to capture event notes and feedback to share with the ministry leadership afterward.
- 7. **Evaluation & Follow-Up**
 - After each event, the ministry should meet briefly to evaluate the event's success and discuss improvements for next time.
 - Submit a short summary to ministry leadership or the Executive Board, highlighting attendance, engagement level, and overall outcomes.

Event Agenda Recommendations

While each event will vary, a strong ministry event agenda typically includes:

1. **Welcome & Opening Prayer** – Set the tone with joy and intention.
2. **Icebreaker or Interactive Activity** – Get participants moving and connecting early.
3. **Main Session or Experience** – Include group activities, panel discussions, workshops, or creative experiences centered on the theme.
4. **Spiritual Moment** – Incorporate a devotional, reflection, or guided prayer related to the theme.
5. **Fellowship Time** – Allow space for connection through conversation, food, or shared laughter.
6. **Closing & Prayer of Gratitude** – End on a high note, reminding participants of the event's message and purpose.