

Warrensville Road Community Baptist Church
Ministry Planning Form

Ministry Name:	
Date of Ministry Program:	Time of Event:
Ministry Leaders Name & Phone:	

Location of Ministry Event (include name of building & meeting room):

Purpose and Description of Ministry Event (attach a separate sheet, if necessary):

Resources and Budget Needs (also complete Funds Request Voucher for any money requested)

Place completed form in Pastor Walker's mailbox 30 days prior to Ministry event.

cc: Ministry Leader(s)

Support Ministries (see attached page)

Necessary Support from other Ministries (e.g. Culinary Ministry (light refreshments), Youth Ministry (activities for children)) :

Check the box next to the necessary support for your event and return the completed form to Pastor Walker 30 days prior to the Ministry event.

MINISTRY	ASSISTANCE NEEDED	MINISTRY	ASSISTANCE NEEDED	MINISTRY	ASSISTANCE NEEDED
Adult /Youth/Children's/Men's Choir		Food Preparation/Culinary		Seniors Ministry	
Audio Ministry		Greeters Ministry		Singles Ministry	
Children's Ministry		Leadership Development Ministry		Ushers Ministry	
Christian Education Ministry		Men's Ministry		Van Ministry	
Deaconess		Nurse's Ministry		Youth Ministry	
Deacons		Nursery Ministry		W.E.T. Ministry	
		Praise Dance Ministry		Women's Ministry	

Setup Required (ie arrangement and number of tables & chairs)

Schedule for Announcements

Date(s) of Announcement	Type of Announcement (general, skit, demonstration)	Who will give the announcement?

--	--	--

FUNDS REQUEST VOUCHER

Ministry Name:

Date:

Leader/Ministry Requesting Funds:

Phone: (daytime)

Phone: (evening)

Phone: (cell)

Date the Funds are Needed:

Description of Ministry Work:

Itemization of Funds:

Description	Amount Needed
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Balance in Account:

