



MINISTRY CALENDAR & BUDGET REQUEST FORM

Important 45-Day Policy

- All ministry events/programs must be discussed and approved by Pastor Jones at least 45 days before the event date.
- All check requests (if needed) must be submitted to your assigned Ministry Trustee at least 45 days before the event date.
- Events without a 45-day check-in and completed financial paperwork may be postponed or removed from the calendar.

MINISTRY & LEADER INFORMATION

1. Ministry/Committee Name: _____
2. Ministry Leader(s): _____
3. Phone: _____ Email: _____
4. Assigned Ministry Trustee: _____

EVENT / PROGRAM DETAILS

Complete one form per event/program. If this is a recurring event, note that below.

1. Event/Program Title _____
2. Type of Event (check one):
 Worship / Service
 Fellowship / Social
 Outreach / Community Engagement
 Teaching / Training / Workshop
 Fundraiser
 Other: _____



3. Proposed Date(s)

1st Choice: ____ / ____ / ____ 2nd Choice: ____ / ____ / ____

4. Time: From _____ To _____

5. Is this a recurring event?

Yes – Frequency: _____
 No – One-time event

6. Location:

Sanctuary
 Fellowship Hall
 Classroom(s) _____
 Parking Lot
 Off-site (describe): _____

7. Brief Description of Event / Purpose:

8. Target Audience (check all that apply):

Children Youth Young Adults
 Adults Seniors Entire Church
 Community / Public

9. How does this event align with STAR's vision & theme for the year?

SUPPORT, PROMOTION & LOGISTICS

1. Church Support Needed (check all that apply):

Media Ministry
 Musicians / Music Ministry
 Hospitality
 Security / Parking
 Custodial / Set-up / Clean-up



[] Other: _____

2. Promotion Needed (check all that apply):

- [] Sunday Morning Announcements
- [] Church Website
- [] Social Media (FB / IG / etc.)
- [] Email / E-blast
- [] Printed Flyers / Posters

Preferred Promotion Start Date: _____

Special Set-Up Needs (tables, chairs, tech, décor, etc.):

BUDGET & FINANCIAL REQUEST

Please estimate as accurately as possible. Attach additional sheets if needed.

1. Is there a cost to participants?

- [] No
- [] Yes – Amount per person: \$_____

How will funds be collected? _____

2. Estimated Expenses

- Speaker(s) / Honorarium: \$_____
- Musicians / Worship Support: \$_____
- Food / Refreshments: \$_____
- Supplies / Materials: \$_____
- Printing / Promotion: \$_____
- Transportation: \$_____
- Other (list): _____ \$_____

Total Estimated Expenses: \$_____

3. Funding Source(s)

- [] Ministry Budget
- [] Church General Budget
- [] Fundraiser Proceeds
- [] Participant Fees
- [] External Donations / Sponsorship

Explain: _____



4. Will you need a check or payment issued by the church?

[] No [] Yes

A check request must be submitted to your Ministry Trustee at least 45 days before the event.

- Estimated Check Request Amount: \$ _____
- Intended Payee(s): _____
- _____
- Purpose of Payment(s): _____

SIGNATURES

Ministry Leader Signature: _____ Date: _____

Ministry Trustee (Reviewed): _____ Date: _____

Pastor Jones – Program Approval: _____ Date: _____

Notes:
