



## Program Planning Worksheet

The following details should be submitted as soon as the dates are confirmed on the church events calendar but no less than 6 weeks prior to your scheduled program. Please make sure that you have submitted a completed Internal Requisition for Church Use form (IRCU) to the church office. The IRCU should be completed and approved in accordance with Church Policy. The date(s) on this document should match the approved dates (s) on the Church Annual Calendar.

### **Important Task To Perform:**

Consult with the Senior Pastor or Church Office Staff concerning the scope of your program. If all processes are in order you will be at liberty to proceed to the next steps of implementing your planned program. Please be advised that the approval of the program must meet the criteria for any church program to go to the next step of approval.

You should make sure church space is reserved for this program. This can be accomplished by making sure you have properly completed and submitted the IRCU to the church office staff. Please remember to keep a copy of the IRCU for your personal records. The church office staff will be happy to provide you with the necessary compliance documents.

### **KEY QUESTIONS TO ADDRESS WHEN PLANNING AN ANNUAL PROGRAM**

1. What is the Spiritual objective of this program? (Objective means intended accomplishments, or goals).
2. What is the purpose of this program? (Purpose means the reason for having this program).
3. Have you considered cross ministry collaboration with other ministry leaders associated with the event?
4. Will other ministries be affected (displaced) by this program/event (e.g. Youth Sunday, Children's Church...)? If so, have the specific ministry leader(s) been notified?
5. What is the Theme and reference Scripture for this program?

6. What is the proposed date and time for this program?

**ORDER OF SERVICE** (A draft of the Order of Service must be submitted with this form).

1. Who will be the devotional/worship leader(s) for this program? Have they been contacted and confirmed?

2. Who will provide the music for this program? Have they been contacted and confirmed?

3. Who will do the greeting/welcome for this program? ? Have they been contacted and confirmed?

4. Who is the MC (master/mistress of ceremony) for this program? ? Have they been contacted and confirmed?

5. Who has been asked to conduct the offertory period? Have they been contacted and confirmed?

6. Who will collect the offering for this program? Have they been contacted and confirmed?

**BULLETIN/PROGRAMS/ADVERTISING**

1. Will the church office be responsible for printing the programs? If so, has the church office been notified?

2. Has a flyer been created to promote this program? Will announcements be placed in the weekly bulletin? Has the Bulletin Announcement Form been completed and submitted?

3. Has someone been designated to give verbal announcements?

4. Have letters/invitations been written to be sent to different churches and/or organizations? Has the 'Document Approval Form' been submitted?

**GUESTS**

1. Will there be special guests for this program?

2. Who has been assigned to greet the guests? Have they been contacted and confirmed?

3. Who has been assigned to be the armor bearer/sponsor/chaperone to the guests? Have they been contacted and confirmed?

Will the guest receive a per diem (e.g. for meals, transportation...)? If so, how much per day for this program/event?

### **RECEPTION/REFRESHMENTS**

1. Will refreshments or food be provided for this program (please refer to the Faith and Health policies regarding meal planning)? Was the Health Ministry consulted?

2. Will refreshments, welcome/gift baskets etc. be provided for guests?

3. Have a set up/clean up team been identified for this program/event? Are they clear on their responsibilities?

### **FINANCIAL**

1. Is there an operational budget for this program? If so, what is the budget? Do not submit this worksheet until you have developed a budget for this program.

2. What is the financial goal for this program?

3. Will this program require any start-up expenses?

4. Funds received from this program will support which ministry/congregational objective(s)?

Total Program Budget: \$\_\_\_\_\_