

# Ministry Event Planning Checklist

This checklist is being provided to ALL FBBC Ministry Teams. Page 1 must be completed and submitted to Deacon Oscar Thomie prior to approval of your event (NO EXCEPTIONS). Pages 2-3 are detailed checklist items that your team will be required to complete during the planning phase of the event. Once your event has concluded please provide a copy of pages 2-3 to Deacon Thomie.

<b>Ministry Hosting Event</b>	
<b>Name of event – what</b>	
<input type="checkbox"/> Description of event	
<b>Date of event</b>	
<input type="checkbox"/> Date of event determined	
<b>Time of event</b>	
<b>Setup requirements of Church Staff</b>	
<input type="checkbox"/> Church staff requirements defined: (chairs, tables, unlock building, cooler, etc.).	
<b>Location of event</b>	
<input type="checkbox"/> Location/venue for event booked	
<b>Event coordinator/contact person</b>	
<input type="checkbox"/> What other Ministries will be involved in the event <input type="checkbox"/> Event Planning Ministry (EPM) assistance requested	
<b>Target audience – who</b> Who is this event targeted at? What does the audience need to know? <input type="checkbox"/> Target audience determined	
<b>Message – what</b> What do you want to say to the target audience? What do you want them to know/do? <input type="checkbox"/> Message determined	
<b>Objectives – why</b> Be clear about what you hope to achieve with this event. <input type="checkbox"/> Event Objective Determined	

Date Submitted: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_  
Signature: \_\_\_\_\_

# Church Event Planning Guide Template

**Paul (st.)**

## **Church Event Planning Guide Template:**

Church Administration and Finance Manual Otto F. Crumroy, Stan Kukawka, Frank M. Witman, Paul D. Witman, 2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation. Clergy are generally equipped to preach and provide spiritual care. But when it comes to budgets, insurance, fire safety and church management many find themselves at a loss. The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders. Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions, financial forms, materials for stewardship and Christian education, building use and safety issues, employee record keeping and much more. This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children, information security approaches to preventing and responding to violence, planned giving, social media and hybrid work and worship. Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines, tools and forms for improving the management of the parish.

**Planning Guide for the Law of Tax-Exempt Organizations** Bruce R. Hopkins, 2005-12-13 An indispensable reference tool offering professionals hands on legal and tax planning tips. An essential guide for professionals representing and advising tax exempt organizations. Planning Guide for the Law of Tax Exempt Organizations offers a wide variety of practical planning tips, guidance and helpful information for better meeting clients' needs. This essential companion to the bestselling The Law of Tax Exempt Organizations Ninth Edition is a valuable go to resource for lawyers and accountants, directors and officers of nonprofit organizations as well as managers and consultants for tax exempt organizations. Written by the leading legal authority in the nonprofit sector Planning Guide for the Law of Tax Exempt Organizations features a digest of recent legislation, court opinions and IRS public and private rulings as well as checklists of forms and an inventory of penalties. Additionally it features commentaries designed to provide guidance and perspective to tax exempt professionals and organizations as to how to cope with the developments in the law affecting their practices and the operation of their programs.

**Event Planning and Management** Ruth Dowson, Bernadette Albert, Dan Lomax, 2022-12-03 Learn how to plan, deliver and evaluate successful events with this clear and comprehensive textbook which explores the latest developments in this challenging and fast paced environment. Written by authors with extensive industry experience of working on a wide spectrum of events this is an essential step by step resource for students and the next generation of event planners. Offering a well rounded approach which introduces key models and theories as well as practical real life insights throughout Event Planning and Management offers a structured formula for all types of events from their initial planning to final evaluation. Without assuming prior subject knowledge or experience this fully updated third edition of Event Planning and Management provides a renewed focus on virtual and hybrid events which is lacking from many other texts. Featuring real world examples including The 2022 Commonwealth Games Expo 2020 Dubai and The

American Heart Association AHA conferences accompanying online resources include lecture slides activities self test questions and web links This is an indispensable resource for students studying events related modules as well as early stage practitioners and aspiring events managers     *Special Events* ,1994-05     *The Christian* ,1960     *Bravo Bridal Resource Guide* Mary Lou Burton,2000-12-15     *The Irish Church directory* ,1896     **The National Directory of Magazines** ,1988

*Focus on the Family with Dr. James C. Dobson* ,1995     **Community Resources Directory** Harriet Clyde Kipps,1984

**Corporate Meetings & Incentives** ,1997-07     **God Is in the Details** Lynne E. Shivers,2014-03-06 You know how people say that the Devil is in the details Learn how God is in the details through this inspiring book that kicks the Devil out and gives God full reign in the details of planning your church or religious group event Learn how to Seek God for direction from the initial idea through the big day Cultivate positive relationships even with those who may be difficult or disgruntled Develop a proven planning time line that will keep you on track no matter when you start in the process Keep the event fresh even if its the umpteenth event anniversary Kick the Devil out and give him no foothold in the planning process I have enjoyed reading the book God Is in the Details by Evangelist Lynne Shivers In it she brings out the importance of planning our events with a purpose and with excellence Often we do not think about the planning that goes into an event and are discouraged by the results But if we planned in advance things would certainly turn out much better The book also brings out another important point and that is God is in the details This is a must read book its a great resource guide for any group leader in the planning of an event I give it two thumbs up Bishop Gary Harper Pastor Greater Grace Temple Taylor Taylor MI

**The Youth Worker's Son of Clip Art Book!** Tom Finley,1985 Hundreds of ready to go drawings borders and ideas to make great looking mail outs youth letters posters and overhead transparencies     *The Church School Journal* ,1913

**The Epistle to the Romans: with notes by T. Chamberlain** Paul (st.),1870     *The Survey* ,1915     **An EMDR Therapy Primer** Barbara J. Hensley,2024-11-07 This essential user friendly guide offers clear explanations practical applications and real life case examples to navigate and apply the eight phases of EMDR therapy Barbara Hensley s An EMDR Therapy Primer From Practicum to Practice provides aspiring and experienced clinicians with a step by step overview of the foundations of EMDR therapy It helps maximize preparation and skills in using EMDR safely confidently and effectively by offering a clear presentation of the Adaptive Information Processing AIP model EMDR principles protocols and procedures The fourth edition is fully revised to offer a blend of text clinical examples and derailment possibilities making it easy to understand and apply the eight phases of EMDR therapy This book provides practical guidance for clinicians as they navigate the therapy process with clients Chapters include real life case studies dialogues and transcripts offering valuable insights into the treatment rationale and helping clinicians anticipate and manage various situations during sessions Purchase includes online access via most mobile devices or computers New to the Fourth Edition New and updated tables including material on the evolution of EMDR therapy New questions at the end of each chapter reinforce important concepts Additional

information on using EMDR therapy with children including hints tips and scripts Phrases from Dr Francine Shapiro drive home critical points in the text Key Features Explores a clear and concise review of EMDR covering the AIP model and the three pronged approach in easy to understand conversational language Explains the eight phases of EMDR with detailed examples to aid in comprehension and application Utilizes practical strategies and techniques for managing complex clients intense emotional responses and processing obstacles Examines real life case histories dialogues and session transcripts along with explanations of the treatment rationale Applies practical hints tips and precautions for using EMDR therapy including guidance for teletherapy sessions Illustrates examples throughout the book to provide practical insights and enhance understanding    *Monthly Bulletin. New Series* St. Louis Public Library,1920    **The Religious Digest** ,1919

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web 01 begin by expressing gratitude and welcoming the audience to the event thank them for their presence and acknowledge any dignitaries or special guests in attendance 02

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