

## **POLICY and PROCEDURE**

MINISTRY:       Ministry / Class / Activity / Event Request

### **POLICY**

Because this is a growing body of believers, the need for use of this facility is growing also. To avoid conflicts in scheduling ministry/events the *Ministry / Class / Activity / Event Request Form* must be completed, and submitted to the Ministries Coordinator and approved by the Senior Pastor.

### **PROCEDURE**

1. Complete the *Ministry / Class / Activity / Event Request Form*
2. Submit this form, along with any other pertinent information as an attachment, to the Ministries Coordinator or the Administrative Office.
3. Once reviewed, you will be contacted. All instructions for room reservations (*Room Reservation Request Form*), ministry funding (*Ministry Funding / Purchase Request Form*), advertising your ministry/event/class (*Church Bulletin / Announcement Request Form*) need to be followed
4. Ministry / Class / Activity / Event Request will then be noted on the church calendar.



Senior Pastor, Pastor Richard James

MINISTRY / CLASS / ACTIVITY / EVENT REQUEST FORM

(Please fill out this form in its entirety. Please DO NOT assume your ministry-class-activity or event is approved. Dates and rooms must be verified before your activity is calendared, and your ministry and/or class is not approved until the Senior Pastor has reviewed your teaching materials. You will be notified as soon as this form has been submitted and approved.)

(Submitted by) Leader/Teacher/Coordinator\*\*: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Ministry/Class Helpers\*\*: \_\_\_\_\_

Function Title: \_\_\_\_\_ Date: \_\_\_\_\_

Room(s) needed (please fill out and attach Room Reservation Request Form

\*Even if you have been assigned a regular classroom for use, we must know the activity being held there to cover liability.

FOR CLASS STUDY:

Course Length: Start Date / End Date: \_\_\_\_\_

Ministry/Class Description: \_\_\_\_\_

Study Materials Used/Required (attach as much information as you can; i.e.: outline, book reviews, sample pages, etc.): \_\_\_\_\_

Objectives: \_\_\_\_\_

If books need to be purchased by class attendees, what is the cost\* to them? \_\_\_\_\_

\*Please communicate with the church bookkeeper on handling the intake of money.

Funding requests?: (please fill out and attach Ministry Funding – Purchase Request Form)



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**FOR ACTIVITY OR EVENT:**

Start Day/Date / End Day Date: \_\_\_\_\_

Activity/Event\* Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please note that your activity or event may require a Release of Liability form signed by each participant and held on file for the duration of the activity or event.

Cost Breakdown\*\* (attach itemization, quotes, etc.) \*\*Please communicate with the church bookkeeper on handling the intake of money.

\_\_\_\_\_

\_\_\_\_\_

Objectives: \_\_\_\_\_

\_\_\_\_\_

To communicate your ministry / class, please let us know as much about it as you can. Please fill out a **Church Bulletin / Announcement Request Form** and turn it in to the office or email the information to [Destiny-Fellowship@att.net](mailto:Destiny-Fellowship@att.net)

\*The deadline for the church bulletin is every Tuesday.

\*The deadline for "the SON-Light E-Newsletter" is the 20th of the month.

Your ministry is a vital part of this church and we endeavor to do all we can to help "get the word out" to our church body. Help us help you to succeed in reaching many for Jesus.

<p><b>Office Use:</b></p> <p>Date submitted: _____</p> <p>Pastoral Approval: _____</p> <p>Room(s) Location: _____</p> <p>Day: Time: _____</p>	<p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**\*\* If your ministry / class is for children 18 years or younger, you and your assistants must be fingerprinted prior to your class's first day.**

- Forms needed:
- Room Reservation Request Form
  - Ministry Funding – Purchase Request Form
  - Church Bulletin / Announcement Request Form