

# Ministry Planning

Ministry Area: \_\_\_\_\_ Event: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of the Event or Program: \_\_\_\_ for church OR \_\_\_\_ for church & community

How does it fulfill the mission “to make disciples for Jesus Christ”? \_\_\_\_\_

\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Facilities/equipment needed: \_\_\_\_\_

Amount of time that the facilities will be used: \_\_\_\_\_

Personnel, paid or volunteer, needed for the event: \_\_\_\_\_

\_\_\_\_\_

Cost of event (fees, materials, honorarium, preparation costs, etc): \_\_\_\_\_

\_\_\_\_\_

How will it be funded? \_\_\_\_\_

Promotional plans for the event: \_\_\_\_\_

Set-up and clean up of facilities: \_\_\_\_\_

\_\_\_\_\_

Evaluation tool for the event: \_\_\_\_\_

\_\_\_\_\_

***Celebrate and Share God's Love by Reaching Out to the Community and the World  
St. Matthews UMC - Serving God and Neighbor with S.O.U.L.***