

Mount Gilead Missionary Baptist Church

2022 Ministry Action Plan (MAP) & Budget Request Form

Ministry Name	Submission Date
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Ministry Chairperson	E-mail Address	Contact Number	Best Time to Call
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Alternate Ministry Contact	Alternate's Email Address	Alternate's Contact Number	Best Time to Call
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Ministry Vision

Ministry Purpose

Ministry Objectives

If you have any questions or concerns, please contact Minister Teresa Gordon – Budget and Finance Ministry Chairperson, Minister Paulette Swann – Treasurer, or Sis. Shanna Warren – Financial Secretary.

Deadline: All forms must be submitted to any of the above persons by June 27, 2021.

Failure to submit your forms prior to the deadline may result in **MINIMAL** funding for your ministry.



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Please remember to take the following items into consideration when budgeting for the various events:

- Administrative Fees
- Food Costs
- Custodial Costs
- Security
- Audio/Visual
- Rental Fees
- Advertising/Marketing
- Publications
- Computer Services
- Transportation
- Printing
- Postage
- Equipment
- Materials
- Supplies
- Consultant Fees
- Honorarium/Per-Diem
- Gifts/Donations
- Ground Travel
- Air Travel
- Lodging
- Shipping/Handling
- Sales Tax (While we have a Tax Exempt Form, we may not always be able to avoid them)
- Any Other Possible Expenses not listed

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Please list your planned ministry events and meetings per month. Include each event and/or meeting that will incur a cost, i.e. breakfast, lunch, etc. as this helps to justify your requested funds. Complete an individual itemized and detailed budget for each event.

2022 1st Quarter Ministry Events and Calendar Dates

January

Date	Time	Event Name	Event Cost

January Total _____

February

Date	Time	Event Name	Event Cost

February Total _____

March

Date	Time	Event Name	Event Cost

March Total _____

1st Quarter Total _____

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2022 2nd Quarter Ministry Events and Calendar Dates

April

Date	Time	Event Name	Event Cost

April Total _____

May

Date	Time	Event Name	Event Cost

May Total _____

June

Date	Time	Event Name	Event Cost

June Total _____

2nd Quarter Total _____

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2022 3rd Quarter Ministry Events and Calendar Dates

July

Date	Time	Event Name	Event Cost

July Total _____

August

Date	Time	Event Name	Event Cost

August Total _____

September

Date	Time	Event Name	Event Cost

September Total _____

3rd Quarter Total _____

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2022 4th Quarter Ministry Events and Calendar Dates

October

Date	Time	Event Name	Event Cost

October Total _____

November

Date	Time	Event Name	Event Cost

November Total _____

December

Date	Time	Event Name	Event Cost

December Total _____

4th Quarter Total _____

Annual Total _____