

Ministry/Activity Request Form

"Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? @ Luke 14:28"

Person making request: _____ Phone # _____ Email _____

Name of Ministry or Activity Being Requested: _____

Scriptural Theme/Basis: _____

Christian Objective (What do you hope to accomplish?): _____

Date of Activity: *(if applicable)* _____

Time of Activity: *(if applicable)* _____

Location of Activity: *(if applicable)* _____

How have/will you develop a team to help with this activity?: (people, other ministries)

Who will be responsible for clean-up? *(if applicable)* _____

What administrative needs do you have? *(please sketch/write details on another sheet of paper)*

flyers

letters

bulletin announcements

inserts

phone calls

other (explain)

What are the estimated costs associated with this activity? (use another sheet if necessary)

How do you plan on raising the funds? How much are you requesting from the church? To whom will checks be payable to?

How will other resources be acquired?

What avenues have you explored in an effort to ensure the most cost efficient way to spend funds?
(Comparison shopping, telephone contacts, etc.)

What other resources or materials will you need for this activity?

Program Requestor: _____ **Date:** _____

Mission Department (Circle One) See Current SBC Organizational Mission Structure Church

Discipleship/Training Mission

Executive Mission

Corporate Worship Mission

Assimilation/Accountability

Outreach Mission

Communication Mission

Stewardship Mission

Event is unrelated to any mission of SBC

Approved By President and/or VP: _____ **Date:** _____

-For Official Use Only-

Administrative Comments:

Approved By: _____ Date: _____

Pastoral/Executive Level Comments:

Approved By: _____ Date: _____