Council on Ministry Program Worksheet

Name of Activity _____

Projected Date(s) _____

Time _____

Location _____

Describe the Activity

_____

_____

_____

_____

What other ministries can your ministry coop with?

_____ _____

_____ _____

_____ _____

How will this activity fulfill the Church's Mission?

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Work Area _____

Ministry/Committee _____

Chairperson or Person in Charge of Activity _____

Ministry/Committee Members	**Assignments**

Council on Ministry Worksheet

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Communication:

- ☐ Send memo to church leaders
- ☐ Place a message in church weekly Newsletter
- ☐ Place a flyer in the a local Riverdale newspaper

  Send in a radio announcement:

  ☐WAOK ☐97.5 FM ☐Other _____

  Place an article in local community newspaper:

  ☐Riverdale Daily ☐North Georgia Christian Advocate ☐Griffin District Newsletter

  ☐Other _____
- ☐ Request a message on the Church Sign (Fill out form)
- ☐ Place a message on Calling Post as is appropriate

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Work Forms and deadlines:

_____ Present the "Event Form" to secure room for meeting space and event space

_____ Present "Check Request Form" to secure funds allocated by the budget (**keep all receipts for reimbursement!**)

_____ Deadline to present Program Budget to the upcoming Committee on Finance Meeting

Date _____

_____ Deadline to present Program to the upcoming Council on Ministry Meeting

Date _____

_____ Deadline to present Program to the upcoming Church Council Meeting

Date _____

_____ Transportation/Insurance Name Log

Comments:

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