



TBC Ministry Budget Request Form

Name of ministry _____

Point of Contact of Ministry _____

Your prayerful and timely completion of these items is greatly appreciated. We need everyone's input to ensure that the budget is as accurate and complete as possible.

The Church Budget is more than just a set of numbers relating to the expenses of particular departments. The Church Budget is the annual mission plan for the church and is an important document at TBC. We hope you prepare your request prayerfully and thoughtfully to best carry out your particular ministry mission. Designated funds must be budgeted to schedule expenditures and plan for cash flow. Be mindful that most ministries will need to help fund their budgets by donations, fund raising, etc. Not all budget requests will be able to be funded.

Ministry Mission & Goals

How does your ministry fit into the overall mission of the church?

Develop a statement of how your ministry can help to make the church mission possible.

What is the mission statement/plan of your ministry?

List goals and initiatives you plan to achieve in the coming year.

Each item should be supportive of a church goal. Ministry GOALS for the coming year:

1. _____
2. _____
3. _____

Ministry ACTIVITIES for the coming year:

1. _____
2. _____
3. _____

Ministry Budget Worksheet

Based on your ministry need(s) please select an option below. [Attach Event Budget/Funds Request Worksheet.](#)

Ministry requests no funding from the church. Expenses will be paid from collections/donations.

Ministry requests no funding because it is self-sustaining.

Ministry is requesting funding for an event.

TOTAL BUDGET REQUESTED [expenses – income] \$ _____

Signature of Ministry Leader: _____

Date Submitted: _____

Funds Needed by: _____

Date Received: _____

IMPORTANT CONSIDERATIONS

The Church Ministry Budget is comprised of the requests of ministry leaders and facilitators as they plan for ministry in an effort to make disciple makers as stated in their mission, goals, and objectives.

The church has limited funds so not all requests will be able to be granted. Please think ahead. Throughout each year you should begin compiling a list of expenditures of which your ministry will require for the next fiscal year. Thank you in advance for your hard work and sacrifice.