



# MINISTRY EVENT HANDBOOK



*Serving Together for Christ*



GRACE  
BAPTIST CHURCH

# Ministry Event Handbook

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## NOTE:

### **90 + Days Prior to the Event**

We have the best opportunity to support your event.

### **60 Days Prior to the Event**

The goal of the administrative team is to partner with you and your ministry to make your event as successful as possible. Less than 60 days is an insufficient amount of time to properly support a full scale event.

## EVENT INFORMATION

- Event Contact Person
- Contact information: Best contact time, phone # and/or email address
- Date of your request (at least 90 days prior to event)
- Ministry represented (i.e. Children's Ministry)
- Name of Event
- Date of the Event
- What is the "win" for the event?
- Location of the Event
- Beginning time and End time of the Event
- Length of time needed for set-up
- Length of time needed for clean-up
- Any legal requirements (deposits, permits, insurance certificates, etc.)
- Expected # of attendees
- Will the event require a registration form? When will registration open and close?
- Is there a fee for the event?
- Is this event open to the community or is it only open to the people of Grace?

## EVENT TIMELINE

### 90+ DAYS BEFORE EVENT

#### IMPORTANT:

- **Submit your request via [www.GraceHudson.org](http://www.GraceHudson.org)**, click on: "Resources, Docs & Links, Facility Use Forms", choose "Grace Ministry Event Request".
- The request will prompt an admin team member to contact you to review the event details.
- The request will be presented at a staff meeting by the ministry leader and/or admin team to ensure there are no conflicts and to confirm the event supports the Mission and Vision of Grace Baptist Church.

**Mission:** *LOVE GOD, LOVE OTHERS, MAKE DISCIPLES*

**Vision:** Helping people know and follow Jesus

- Once the event is approved, you will be notified and a "Room Reservation Request" will need to be submitted via the website path listed above

## **90-60 DAYS BEFORE EVENT**

- This is an important time to work through the details and protocols included in this handbook.
- The graphics team will be collaborating with you to create electronic and print materials to promote the event.
- The database team will be collaborating with you to create a registration form and online links for the event.
- Begin to recruit your event teams:
  - Set Up
  - Kitchen
  - Clean up
  - Worship
  - Tech
  - Purchasing

## **60-30 DAYS BEFORE EVENT**

- Schedule times with Admin Team to use the Registration Kiosk to promote and collect registrations.
- This time will provide the database and graphic teams the opportunity to have the materials ready to be put into place at the very least 30 days prior to the event date.
- Check-in with your event teams to evaluate their progress.

## **30 DAYS BEFORE EVENT**

- Confirm plans for event set up and clean up with your team.
- Communicate with Children's Ministry Director regarding childcare needs
- All promotional materials will be ready within this timeframe.
- An additional check-in with your event teams.
- Remit all check requests to the finance manager (2 weeks prior to the event).


## HUMAN RESOURCES

Will you:


- need a Worship Leader and/or Sound Tech?
- be offering childcare?
- be recruiting a kitchen team to prepare food?
- be recruiting a separate team to clean up after the event?
- be recruiting a shopping team?

## FACILITY RESOURCES

- What rooms will your event require?  
(see Appendix A)
- Will you need any equipment?  
(projector, screen, sound system)
- How will you want the room(s) set up?  
(tables, chairs, etc.)
- Will you be utilizing the kitchen? The nursery?
- Will you be preparing food onsite, or having it brought in?
- What other materials are needed?  
(Nametags, notebooks, pens, etc.)



The following pages provide a comprehensive list of questions that will



help your ministry team to plan and prepare a successful event.

## PROMOTIONAL RESOURCES

What promotional options best fit your event needs?

- Posters in the Connection Hallway
- Postcards and/or Brochures
- Slides on the website  
(with a link to the registration form if applicable).
- Announcement slides to be shown in the sanctuary and above the information kiosk
- An announcement in the Sunday morning bulletin
- If the event is a church-wide, a Sunday morning announcement may be made.
- A posting on Facebook
- An announcement in Grace Happenings
- Targeted email to specific audiences

## FINANCIAL RESOURCES

- Is there a budget line item for this event or will this event be self-funding?
- If it has been budgeted, what line item is it?
- Have you prepared an estimate of income and expenses for your event?
- What is the fee (if any) for the event?
- Will there be checks that need to be disbursed (i.e. worship leader fees, reimbursement of purchased materials, etc.)?

**NOTE:** Check requests require two weeks for processing. (See Appendix B)

## POST-EVENT EVALUATION

- Did the event successfully accomplish its “win”?
- How many attended the event? What was the expectation?
- What “fruit” was produced?
- What are the takeaways?
- Are there any action items remaining?
- What is the final budget status of the event?
- Will this be a recurring event? If so, should it be put on the church-wide calendar each year?
- What would you do differently?

## CONTACT INFORMATION

Thank you for partnering with us to create the best opportunity for ministry events to be successful at Grace. As you are in the planning process, feel free to contact the Admin Team with any questions.

**Email:** [AdminTeam@gracehudson.org](mailto:AdminTeam@gracehudson.org)

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**Alicia Campbell**, Admin/Communication (ext. 110)

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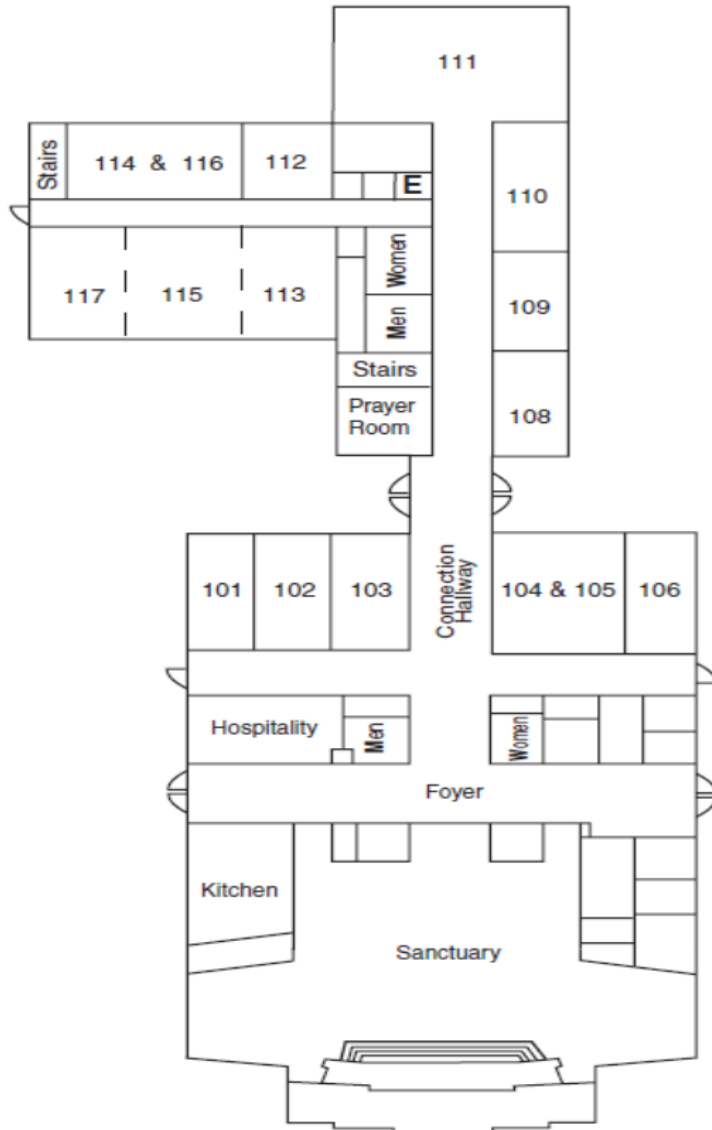


Website: [GraceHudson.org](http://GraceHudson.org)

[GraceBaptistChurchHudson](#)

# Appendix A – Church Interior Map

## First Floor



## Second Floor





**Notes:**

**Appendix B – Check Request Form**

**Check Request**

**Grace Baptist Church**

**Amount Requested: \$ \_\_\_\_\_**

**Is this an Advance? Y N                      OR                      Is Receipt Attached? Y N**

**Account Number to be charged? \_\_\_\_\_                      Ministry Title: \_\_\_\_\_**

**Signature of Ministry Leader: \_\_\_\_\_**

**Make Check payable to: \_\_\_\_\_**

\_\_\_\_\_

