

Ministry Project Form

Today's Date

PROJECT NAME:

1 PROJECT DETAILS

Ministry Name:

Contact: **Phone & Email**

Deadline: **Budget:**

2 GOAL(S)

This information will be used at the beginning of the project to determine necessary tools. At the end of this project, this information will be used to evaluate the process and identify areas of improvement and success.

To be successful, this project must: (explain the goal in measurable terms)

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3 CONCEPT/THEME/BIG IDEA/MORE DETAILS

What ideas do you or your team have in mind? What will make your project original, relevant and memorable? Why should someone participate? The more you write down, the better you understand.

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Who is your audience? Who do you want to reach?

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Which part(s) of FBC's purpose will this project fulfill? (fellowship, discipleship, ministry, mission or worship)

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Scripture verse(s), key and favorite related to event?

Ministry Project Form (cont.)

PROJECT NAME:

4 WHERE & WHEN

Event Date:

Times:

Location:

Childcare?

How to Register: **Web** **Information Desk**

Other

Registration Deadline:

Cost:

Anything else you want to mention you haven't had a chance to say before now:

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5 PROMOTION

Proper promotion is crucial to the success of this project. Always allow promotion to run 3 Sundays before registration deadline ends. Use the checklist to ensure all possible promotion is utilized.

- Church Council**—Project must be approved by Church Council before promotion begins. Church Council meets the 2nd Wednesday of each month.
- Newsletter**—Information is due to Church Office one month in advance on the 1st Sunday of the previous month (ex. July project info is due on the 1st Sunday in June).
- Web Page**—Information due to Church Office one month before 1st promotion.
- PowerPoint**—Information due to Church Office 2 weeks before 1st promotion.
- Ministry Board and/or Posters**—Information due to church office 2 weeks before 1st promotion.
- Bulletin**—Information due to the church office Wednesday before 1st promotion (i.e. 3 weeks before event).
- Ministry Information Table**—By availability and upon request to Church Office one month before 1st promotion.

Submit Copy of Completed form to Church Office after Church Council Approval.

Church Council Approval

Date

Project Evaluation Form

Today's Date

PROJECT NAME:

1 PROJECT DETAILS

Ministry Name:

Event Date:

Location:

Budget Used:

2 WHAT WENT WELL?

Did the project meet or exceed the determined goal(s)? Explain:

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Did you reach your target audience?

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Did you fulfill FBC's purpose(s)? (fellowship, discipleship, ministry, mission or worship)

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3 WHAT CAN IMPROVE?

Goals/Purpose:

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Concept/Theme:

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Time/Location:

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Promotion/Participation:

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