

Calvary Baptist Church - Ministry Development
Calendar Request Form – To Be Submitted by or before your Ministry Branch Planning Session

2020 Calendar Planning – Church-wide Ministry Program Form

Ministry Name: _____

Branch Convener/Trustee: _____

Ministry Leader(s): _____

Name of Event	Estimated Cost	Date(s), Location, Spkr	Purpose (reference ministry mission)
_____	\$ _____	_____	_____

Expected Attendance (#)	Marketing Plans	Planning Team	Service Ministries Required
_____	<input type="checkbox"/> Connection/Social media <input type="checkbox"/> Announcements/Worship Guide	_____	_____

- Media & Technology Ministry (MTM)*
- Kitchen/Our Daily Bread* Facilities*
- Transportation* Parking*

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Note: ALL off-site paid events require a *pre-approved* budget (with a break-even number and timeline for contingency planning) prior to inclusion on the church calendar. Your Ministry Branch's trustee is available to assist you in developing a break-even budget. No contracts should be signed. Only members of the Trustee Ministry and Church Staff are authorized to sign contracts on behalf of the church. ***Necessary Forms must be attached.**

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PLEASE DO NOT WRITE BELOW THIS LINE

Reviewed by Branch Convener/Advisor:

Signature _____
Date

Reviewed by Trustee Liaison

Signature _____
Date

Approved by Ministry Development:

Signature _____
Date

Ministry Branch	Branch Conveners/Advisors	Trustee Advisors
Faith Formation	Deac. Carolyne Hopkins, Bro Irving Ford	Tom Murphy
Health & Healing	Min. Samaria Tillman, Lucretia Agee	Van Thompson
Life Cycle (Adult)	Min. Valerie Elaine Williams, M. Vernon Rowe Jr.	Cynthia Stallings
CYM (Life Cycle Youth)	Min. Sean Lewis	Josh Cochran, Denise Hutchinson
Witness & Mission	Dr. Terry Smith & Min Chris Hill	Lois Hubert, Linda Murphy
Worship & Fine Arts	Regenia Moore-Lee, Ken Brown	Denise Hutchinson, Al Lee, Cynthia Stallings

1) Please submit copies of this form to your Ministry Branch Convener/Advisor by or before your Ministry Branch planning session AND keep a copy for your records

Thank you for your patience with and participation in the 2020 Calendar Planning Process!