

PROFILE AND BUDGET SHEET



Form Instructions: To be considered for the following year's ministry calendar this form must be received no later than June 1st. Use this form to provide the purpose, vision, mission, goals, meeting and program dates as well as outreach ideas for your ministry for the upcoming year. The proposed / tentative calendar dates must be submitted to your ministry Director in advance for review, feedback and signature prior to submission to the administrative office by the June 1st administrative office deadline. Please plan accordingly and in advance to meet with your ministry director well in advance so the Director has ample time to assess and respond to all ministry submissions so you have time to submit to the office by the deadline. Incomplete forms will be returned to the ministry chair.

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| I. MINISTRY CONTACT INFORMATION | PLANNING YEAR | |
|--|----------------------|--|

| | | | | | |
|----------------------|--|---------------------------------|--|----------------|--|
| Ministry Name | | | | | |
| Ministry Chair Name | | Vice-Chair Name (if applicable) | | | |
| Min. Chair Phone No. | | Vice-Chair Phone | | | |
| Min. Chair Email | | Vice-Chair Email | | | |
| Director Name | | Director Phone | | Director Email | |

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|--|----------------|--|
| II. PLANNING INFORMATION FOR MINISTRY | Date Completed | |
|--|----------------|--|

| Title | Details | Director Notes/Initials | Adm. Office Notes/Initials |
|---------------------|---------|-------------------------|----------------------------|
| Purpose | | | |
| Vision | | | |
| Mission | | | |
| 2018 Goals | | | |
| Program(s) | | | |
| Outreach Activities | | | |

| Projected Monthly Event Activities and Info. (List dates, times, names, speakers, sites, etc.) Remember you are responsible for checking with the Church Administrator for the proposed date availability for final planning and approval and submission of the FBCSO Event Planning form for each event you list for planning throughout the year. All listed events must receive written approval. Once approved, you may submit an Announcement request form to request the event be posted and shared in the church bulletin. All mailings, invitations, press releases must go through the administrative offices. Please use additional pages if necessary. | Projected Event/Ministry Costs (\$) | Director/Office Notes |
|---|--|------------------------------|
| January | | |
| Febraury | | |
| March | | |
| April | | |
| May | | |
| June | | |
| July | | |
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |