

PROFILE AND BUDGET SHEET



Form Instructions: To be considered for the following year's ministry calendar this form must be received no later than July 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. This form must be submitted in advance to your ministry Director to be reviewed, authorized and signed prior to submission to the administrative office by the July 1st administrative office deadline. Please plan accordingly 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.

I. MINISTRY CONTACT INFORMATION			PLANNING YEAR
Ministry Name		Ministry Chair Name	
Min. Chair Phone No.		Min. Chair Email	
Vice-Chair Name (if applicable)		Vice-Chair Phone	
Vice-Chair Email		Director Name	
Director Phone		Director Email	
Director's Signature		Date	

II. PLANNING INFORMATION FOR MINISTRY	OFFICE USE ONLY: Date Received & Initials
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Title	Details	Director Notes/Initials	Adm. Office Notes/Initials
Purpose			
Vision			

Mission			
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Goals for this year			
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Program(s)			
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Outreach Activities			
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Proposed Meeting Schedule Days & Times	
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III. PROJECTED MONTHLY EVENT ACTIVITY INFORMATION	COSTS AND DIRECTOR REVIEW	
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:		
February:		
March:		
April:		

May:		
June:		
July:		
August:		
September:		

October:			
November:			
December:			
Other: One-time, Recurring or non-month specific event (if applicable):			
Total Requested			
IV. OFFICIAL USE ONLY		FINANCE MINISTRY	
Approved amount:		Notes:	