

Detailed Ministry/Program/Event Proposal

*Please read and respond to all Proposal questions/directions carefully.
Omission of any part of this document could result in a delay in processing.*

PART A

Date _____

Submitted By _____

Email _____

Phone _____

Proposed Ministry/Program _____

What we do in the name of Jesus Christ deserves the best that we have to give. This form is designed to help you initiate an event, ministry, or program that offers the best we have to give.

Ministry/Program/Event PROPOSAL PROCESS:

1. Programs or events will be considered official activities of Abiding Truth Ministries only after approval of the **Program Proposal Form**. The form is to be filled out as completely as possible. We understand that some of the blanks will not be relevant to some proposals. If any item is not applicable, please answer with **N/A**.

2. Please **submit the proposal to the main office**. We will let you know as quickly as possible whether your proposal has been approved, and what we can do to help you.

3. Proposals will fall into two basic categories

a. **Simple:** These are events or programs that have a limited duration (1 to 3 occasions), do not need special funding, or do not demand significant church resources. Simple proposals may be approved by a ministry/department head.

b. **Complex:** These are ongoing programs (no ending date), or ministries or missions that require substantial resources of time, money, or people from the congregation, or that requires contracts or obligations to groups outside the congregation.

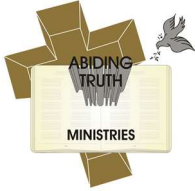
Complex proposals must be discussed at a staff/elders meeting, and if they are significant or challenging, will need to be referred to the Senior Pastor for final approval.

4. Every proposal **MUST** include the name of at least one person who has already made a commitment to participate on the team providing this ministry or program.

5. Every proposal will be measured against our Mission, Vision, and Values. If the proposal is complete and fits within the boundaries of our Mission, Vision, and Values it will be approved. **APPROVAL, HOWEVER, DOES NOT GUARANTEE**

AVAILABLE FACILITIES.

6. If a proposal is denied, the reasons for the denial will be fully explained. Staff is also willing to help you improve your proposal so that it can be approved.



Ministry/Program Proposal

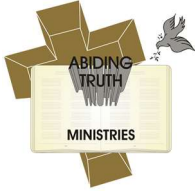
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PART B

1. What is the proposed ministry/event? *Describe the ministry's service*
2. State the Purpose and Mission of proposed ministry/event?
3. How will this proposed ministry/event reflect or relate to the mission and purpose of Abiding Truth Ministries?
4. What is the scriptural foundation for this ministry/event?
5. Has God revealed to you anything specific regarding/concerning this ministry/event?
6. What specific goal(s) does this ministry/event desire/expect to accomplish?
7. Are there other ATM ministries that will be connected to/impacted by this ministry/event (*directly or indirectly*)? If yes, list:
8. Who will benefit from this ministry/event?

Please return completed Ministry/Program Proposal to the main office. *Please allow 2- weeks for review.*

1/21/20



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9. How will you measure the effectiveness of this ministry/event?

10. What is the timeline for planning, development, implementation and evaluation? *All planning for a new ministry/event should be completed and submitted for final approval at least 2-4 weeks prior to the project rollout of the ministry.*

11. Will training/orientation of those serving in this ministry/event be needed/required?

12. Will this program/event require funding? How will funds be provided (raised)? - *What are your needs/what will funds be used for: supplies, tools, etc. – Overall projected cost of operating this ministry.*

13. Is there an existing ministry at ATM that this ministry/event will/should fall under? *(i.e. Youth, Outreach, Music, etc.)*

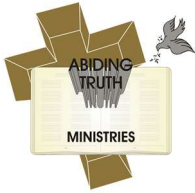
14. Have you had previous experience in the type of ministry/event you are proposing? *If yes, explain: your role, # of years*

15. Is there an *existing* program/curriculum for the proposed ministry? If yes, was it developed by you? If no, will one have to be created? *(Please include name of program/curriculum if created by another organization).*

16. Proposed team - What roles need to be filled for this ministry/event? *(provide names and/or roles – please attach list if needed)*

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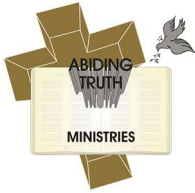
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PART C

Please elaborate further on the ministry/event you're proposing. Provide any additional information that may be valuable for understanding the vision (purpose and mission) of the ministry/event.

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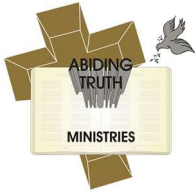
PART D

Processes and Procedure(s)

Please attach a proposed agenda, order of service, meeting schedule, books/tools you will use, process for executing the event and the (leadership) support/team you will need or have.

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PART E

When is it going to happen? *(Be sure to complete a Facilities worksheet if needed)*

- One time event (Proposed Date: _____)
- Repeating event
 - Days *(ie, Mon, Wed, etc.):* _____
 - Times *(ie, 6pm):* _____

What facilities will be needed? *(Fill out a Facilities worksheet if needed)*

- Buildings and rooms
- Sound Equipment
- Bus or van
- Video Equipment
- Childcare
- Room set-up
- Tables & Chairs
- Office services (printing...)

How do you plan to promote it? *(Fill out a Communications worksheet)*

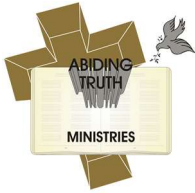
- Sunday Bulletin
- Posters
- SnapShot *(email newsletter)*
- Celebrate with Us/Evite *(email invitation)*
- Newsletter
- Written Invitations
- Website
- Flyers
- Signs or banners
- Bulletin Board
- Promotion Tables *(Sunday)*
- Sunday Announcement
- Newspaper *(newspaper items must be cleared through staff.)*
- Other

How do you plan to finance it?

- No cost
- Fundraising
- Fee for event or program
- Ticket sales *Who is handling tickets & sales money?*
- Church Budget funding
- Other (describe) _____

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PART F

Office Use Only

Notes: _____

Received by: _____ Rec'd Date: _____

Response by: _____ Response Date: _____

- Approved
- Modified
- Denied *(see attached explanation)*