

# Church Sponsored Projects/Events - Supporting the Vision

Revised 6/8/16

Outreach projects and events are two of the primary opportunities we have to implement our vision, *Love God. Love people* and fulfill our purpose: *Helping others find and follow Jesus*. Our goal is to create relationships that draw lost and unchurched people into an eternal spiritual encounter with our Lord. A structured approach helps us to think through the details and coordinate activities before starting our projects at McConnell.

## How to get started...

While you may have discussed your project in concept with church leadership, the **first step** is to complete the **Project/Event Proposal form** (included within) and the **Project/Event/Meeting Planning form** and submit both forms to the church office. The Church Leadership Officers (Pastors, Deacon Chairman, Chairmen of Personnel, Finance, & Missions Committees) meet on the first Wednesday of each month and this form helps them as they evaluate projects, events and timing.

## ***Project Proposals Must Be Reviewed and Approved by the Church Leadership Officers (CLO) Before You Proceed With Your Project***

## Key Position...

As a project leader you play a vital role in the planning, execution and success of the project and are accountable to the CLO. A project leader must be supportive of the vision of the church and lead knowing he/she is expected to function within the boundaries approved by the CLO. A good project leader will have good organizational and communication skills, be enthusiastic and able to inspire others, good at networking and delegating, have good attention to detail and follow through and leads by example.

## Your Planning...*Team Work Makes the Dream Work*

As you begin, pray for your project/event and your team. Listen for the Holy Spirit's direction. Give your project a name. Identify your goals. Talk with your team and identify all of the steps or elements involved. Identify impacts to existing programs or projects. Identify resources needed (people, money, materials). Decide how best to promote what is being done. Be a good communicator. Determine how you will measure success of your project/event. Identify any liabilities and determine possible solutions. Develop a timeline and assign responsibilities. Determine and coordinate promotional activities. Determine how you will follow up with people impacted by the project/event. Get help from those on the Missions Committee, they are there to help in any of the above.

## Fundraising..

A fundraiser is defined as: Any event, activity, or request that seeks to generate income or material goods for a beneficiary. Should fundraising be a part of your project/event/meeting, the **Fundraising Application** must be completed and submitted to the CLO. Examples of fundraising include **gift-giving** (cash contributions); **Gifts in Kind** (non-cash gifts such as donations of non-perishable items for the Towns County Food Pantry, school supplies, items for Awana Store, etc.; **Fellowship Events** (for which a suggested donation or per-person fee is charged; **Sales** (the selling of services or merchandise to members or attendees as long as there is no personal profit such as silent auctions, craft fairs, etc.)

## After Your Project is Approved...

Once a project has been approved by the CLO, no changes to scope or purpose should be made without first notifying the CLO of the change, the reason for the change and lastly, getting approval of the change. Once the implementation details are defined, there should be an intentional effort to identify where other ministry teams, committees or organizations can plug into the process to assist with the implementation. There may be opportunities to network and build relationships with other churches and organizations in the community.

## After Your Project/Event has ended...

Determine if goals and objectives were met. If not, why not? What worked well? What didn't? What would you do differently if we do this again? Prepare a report, stating your findings, for the CLO and project participants. Thank your team and encourage them.

<b>McConnell Memorial Baptist Church Project/Event Proposal</b>	Church Office Use Only-Date Received:
Project Title:	
Date Submitted:	
Sponsor:	Project Leader:
<b>Project Description</b>	
Project kick off date?	Start Date of Event/Project?
What is your objective (purpose & goals)?	
How does this project support the vision of our church? Short/Long Term (Expected results)	
Who will benefit from this (inside & outside the church)	
What value will be brought to our church or community through this?	
What is the follow up plan to connect with people impacted by this project?	
List all team members (who have committed thus far):	

### **Project Scope (Costs, Impact & Experience)**

What are the start up & ongoing expenses related to this project? How will you obtain resources/funds? Will budget funds be used? (Use additional page, if needed.)  
*(If you plan to raise funds or ask for donations of material goods, complete the **Fundraising Application.**)*

How many people will be involved and in what capacity?

What special expertise is needed?

### **Project Participation (Promotion & Communication)**

What other resources are needed?  
*(Complete the **Project/Event/Meeting Planning form.**)*

How are you encouraging & engaging other Committees and Ministry teams to come alongside you? (Advertise & Communicate)

What is your plan to encourage & engage church members not currently engaged in ministry to come alongside you?

What is your plan to encourage & engage people outside our church to come alongside you?

## CLO Review Comments

Initial Review Date: \_\_\_\_\_

Approved, date approved \_\_\_\_\_

Requestor to be notified by \_\_\_\_\_

*Make sure that the requestor is told that, after approval, the purpose & scope of the project/event may not be changed without CLO approval and that the project will be re-evaluated in 3-6 months.*

Date of project/event re-evaluation? \_\_\_\_\_

---

Tabled

Reason tabled: \_\_\_\_\_

Assigned to \_\_\_\_\_ for follow up

Further Info Needed: \_\_\_\_\_

---

Date to go back to CLO \_\_\_\_\_

---

Not Approved

Reason not approved: \_\_\_\_\_

Discussed with requestor by: \_\_\_\_\_