

<b>HIGHLAND AVENUE FELLOWSHIP CHURCH POLICIES AND PROCEDURES</b>	<b>Document ID # 2023-14</b>
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TITLE: Request for Internal Programs, Activities, and Events

APPROVED DATE: May 21, 2023

EFFECTIVE DATE: May 21, 2023

REVIEW DATE: May 21, 2028

**Policy:**

The purpose of this policy is to provide direction for requesting and approving ministry programs, activities, and events by groups or individuals within the congregation in support of the mission of the church.

**Procedure:**

1. Any group or individual, including the Pastor, requesting to conduct a ministry program, activity, or event will be required to do the following:
  - a. Complete a Request for Internal Programs, Activities, and Events Form (Attachment 1)
  - b. Provide all required information regarding the program, activity, or event to include material sources and cost, if any
  - c. Obtain approval from the Pastor for the proposed program, activity, or event
2. The Pastor will review the form and determine based on the form and information provided whether the proposed program, activity, or event meets the mission of the church
3. If the Pastor determines that the proposal does meet the mission of the church and is viable, the Pastor will approve the program, activity, or event
4. If the Pastor determines that the proposal does not meet the mission of the church, the Pastor will provide, in writing, the reason for the denial
5. Upon Pastor approval, the group or individual will then meet with the church Administrative Assistant to schedule the program, activity, or event and identify the appropriate facility, grounds, or room for use. The administrative assistant will add the event to the Church calendar
6. The group or individual will provide content for the bulletin or any handouts or notices that will be provided to the congregation
7. The Pastor will announce the new program, activity, or event during normal worship services
8. If the event is initiated by the Pastor, the Pastor will be responsible for ensuring that the hospitality team is informed and prepared to coordinate the event prior to announcing the event

Revised: 5/03/2023

9. The Administrative Assistant will post the program or activity including dates, times, location and any other information that may be required for the program, activity, or event in the bulletin and on the church website for at least two successive weeks as appropriate
10. Any non-specified funds generated through a program, activity, or event will be placed in a reserve account. Fund distribution will be approved by the Executive Board
11. Funds generated by a specified fundraiser will be distributed to that specific ministry or mission

## ATTACHMENT 1

### Highland Avenue Fellowship Church

Our Mission: To equip persons for ministries which help others find, live, and share the love of Jesus Christ.

### PROGRAM/ACTIVITY/EVENT PLANNING FORM

#### INSTRUCTIONS:

The purpose of this form is to facilitate the planning of proposed ministry programs/activities/events by groups or individuals within the congregation in support of the mission of the church. For the sake of church-wide communication and to avoid potential calendar conflict with other church activities, all proposals should be submitted to the Administrative Assistant either in person or electronically.

#### GENERAL:

Name of coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date form submitted: \_\_\_\_\_

Ministry team (if any): \_\_\_\_\_

Program/Activity/Event: \_\_\_\_\_

Date(s) and time(s): \_\_\_\_\_

Location- facilities needed: \_\_\_\_\_

#### Fundraiser:

Yes: \_\_\_ No: \_\_\_ If yes, please identify mission/ministry/activity being supported:

How will funds be collected? Day of Event \_\_\_ Pre-Sale of Tickets \_\_\_ Donations \_\_\_

Other \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (x) Price per person: \_\_\_\_\_ (=) Estimated Revenue: \_\_\_\_\_

(-) Total Estimated Cost: \_\_\_\_\_ (=) Net to Church: \_\_\_\_\_

**Support Items:**

**Check each of the areas of support and resources below necessary for the proposed program/activity/event, and list resources:**

**Items expected to be provided by the Church:**

Financial support from Church? Amount: \_\_\_\_\_

Audio-visual support:

Internet \_\_\_ Wi-Fi \_\_\_ Projector \_\_\_ TV/Screen \_\_\_ Other \_\_\_\_\_

Promotion/publicity:

Bulletin \_\_\_ Marquee \_\_\_ Handout \_\_\_ Website \_\_\_ Other (attach draft notice) \_\_\_\_\_

Custodial support (Items to be completed by Church staff, a \$20 per hour fee may be charged)

Restrooms open/closed \_\_\_\_\_

Facilities opened/closed \_\_\_\_\_

Lighting and air conditioning/heating \_\_\_\_\_

Kitchen facilities \_\_\_\_\_

Tables, chairs, etc. set up/taken down \_\_\_\_\_

Facilities cleaned up and locked after event \_\_\_\_\_

Other: \_\_\_\_\_

**Items to be completed/performed by group or individual event coordinator:**

Calendar coordination with Admin. Asst. \_\_\_\_\_

Promotion/publicity (other not listed above): \_\_\_\_\_

Custodial support (All items to be completed by event coordinator)

Restrooms open/closed \_\_\_\_\_

Facilities opened/closed \_\_\_\_\_

Lighting and air conditioning/heating \_\_\_\_\_

Kitchen facilities \_\_\_\_\_

Tables, chairs, etc. set up/taken down \_\_\_\_\_

Facilities cleaned up and locked after event \_\_\_\_\_

Refreshments and/or meals \_\_\_\_\_

Host/hostess \_\_\_\_\_

Greeters and/or ushers \_\_\_\_\_

Registration and attendance \_\_\_\_\_

Decorations put up/taken down \_\_\_\_\_

Materials, curriculum, nametags, pens/pencils, etc. \_\_\_\_\_

Music \_\_\_\_\_

Activities for children \_\_\_\_\_

[ ] Activities for youth \_\_\_\_\_  
[ ] Other: \_\_\_\_\_

Event coordinators should provide an assessment of the event, what went well, what did not, and any suggestions/recommendations to improve future events. The church is also requesting a brief summary of the event to place in the church bulletin, i.e. event name, number of attendees, amount raised if fundraiser, etc. If photos are taken, the church would like to be provided some for the church website. Photos that have minors in them will NOT be posted online.

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**CHURCH USE ONLY:**

Approved by Pastor: Yes\_\_\_\_ No\_\_\_\_

Date\_\_\_\_\_ OR Approved by: \_\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_ Date\_\_\_\_\_

If no, reason: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Church person to contact in event of an emergency or facility issue (i.e. plumbing, electrical, air conditioning not working, etc.)

Primary Contact:

\_\_\_\_\_  
NAME PHONE

Secondary Contact:

\_\_\_\_\_  
NAME PHONE

Secondary Contact:

\_\_\_\_\_  
NAME PHONE