

# **Ministry Proposal Form**

*Questions to be answered before the event/ministry is approved and acted on*

Name of Event/Ministry: \_\_\_\_\_

Date of Event/Ministry: \_\_\_\_\_

Who is Responsible for this Event/Ministry (individuals or committees/ministry teams):  
\_\_\_\_\_

1. What is the purpose of this event/ministry?  
*Clearly write out the purpose in the space below (one sentence):*
  
2. How does this event/ministry connect with our strategic goals and objectives?
  
3. How will you know you've achieved your purpose (how will you measure your success)?
  
4. What other options did your group consider but decided against in order to achieve your stated purpose?  
(name at least two)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  
5. How will you advertise this? (What, when, how, who do you need to talk to?)
  - a. Within the church:
  
  
  - b. Beyond the church:
  
6. What is the total anticipated cost of this ministry/event?
  - a. If this is not covered by your pre-approved budget, how much additional funding will you need to request from Session (through Stewardship & Finance)?  
\$ \_\_\_\_\_
  - b. If you are requesting the additional funding from specific designated funds, please indicate which funds and how much from each you are requesting:  
\$ \_\_\_\_\_. Fund: \_\_\_\_\_

## **Ministry Evaluation Form**

*Questions to be answered after the event/ministry onset*

Name of Event/Ministry: \_\_\_\_\_

Date of Event/Ministry: \_\_\_\_\_

1. Did we achieve our purpose? What was the results of your measurements (see #3 on your proposal form)?

2. Did this event/ministry produce results that we weren't expecting?

*Unexpected Positives:*

*Unexpected Negatives:*

3. If we could do this event/ministry over again, what would we do differently?

4. Did this event/ministry negatively impact other ministries of the church?

5. Is this ministry/event worth repeating? If so, when?

6. How much did this ministry/event cost? \$ \_\_\_\_\_

a. Were there any expenses you felt were unnecessary when it was done?

b. Were there things you considered spending money on that you didn't, that you now wish you did?