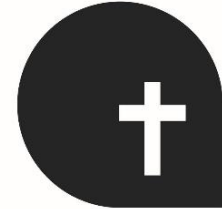


PROPOSAL -MINISTRY/EVENT



TUGGERANONG
BAPTIST CHURCH

To: Elders/Ministry Leaders

Date:

Response preferred by: (

Response to:

Name of event	
BACKGROUND	
PURPOSE	
TARGET AUDIENCE	
GROWTH AREA	
VENUE	
RESOURCES FUNDING	
DATE TIME	
RISK ASSESSMENT	
COMMUNICATION PLAN	<p>The standard plan is a</p> <ol style="list-style-type: none">1. slide in announcements during Sunday service and,2. in the App and on the Website <p>Group description, Event set up, Newsletter inclusion</p> <p>Notifications to your interest group when set up and reminder.</p> <p>All of church (or segment) email if required.</p> <p>Note: All events are to be advertised using the App/Website. Notifications are sent to people interested in your specific event type.</p> <p><i>You may no longer use mailing lists that you have created yourself. Your list may be out of date as people have opted out of receiving messages from us or your specific event-type.</i></p> <p>Exceptions are: Op Shop, Craft Group, GB and BB who may have separate lists for people who do not attend TBC only. Leaders in these ministries are to use the bcc function and avoid group SMS as these pass on people's personal details.</p> <p>It's important for us to respect people's choices and to encourage people to read what we do send them. A way to do this is to make sure we spam their mailboxes with irrelevant messages. (eg not sending children's event notices to people who don't have children).</p>

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AVAILABILITY CHECK	
EVALUATION PLAN	
REQUEST	
SPONSORING ELDER	
DECISION	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved Minute at Elders' Meeting of: _____ (date) _____
ELDER CONDITIONS	
DEFINITION	An official church event is one which has been approved by the leaders of the church and has been advertised in church notices, bulletins. Official church events are covered by the church's insurance. An event which may be attended by a group of individuals from the church but has not been officially approved by the leadership and/or officially published is defined as a group of friends meeting together .