

PROPOSAL -MINISTRY/EVENT



TUGGERANONG
BAPTIST CHURCH

To: Elders/Ministry Leaders

Date: (date)

Response preferred by: (date)

Response to: (person)

Name of event	
BACKGROUND	What prompted you to suggest this event? Why do you want to run it
PURPOSE	What will this event achieve to
TARGET AUDIENCE	Specific age, gender, special interest, if children – steps in place to ensure their safety.
GROWTH AREA	Options – Social - community, Spiritual growth – study, bible study, Wellbeing – physical, mental, All of the above, Other How will this be achieved (if applicable)
VENUE	Will this be Garratt St premises? Which room? What facilities eg kitchen, A/V If at Garratt St – when will access be required for set up? Who will clean up? (organiser, building management/maintenance)
RESOURCES FUNDING	List all of the church resources that you would like to use (include rooms and equipment) as well as items that you intend to purchase.
DATE TIME	Date of event – times. Time required for set up etc.
RISK ASSESSMENT	What could go wrong? How likely is it that this will happen? What insurance cover will apply? Does this require a formal notification.
COMMUNICATION PLAN	What would you prefer The standard plan is a 1. slide in announcements during Sunday service and, 2. in the App and on the Website Group description, Event set up, Newsletter inclusion Notifications to your interest group when set up and reminder. All of church (or segment) email if required. Note: All events are to be advertised using the App/Website. Notifications are sent to people interested in your specific event type.

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web tbcchurch.com.au

	<p>You <i>may no longer use mailing lists that you have created yourself</i>. Your list may be out of date as people have opted out of receiving messages from us or your specific event-type.</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>
AVAILABILITY CHECK	<p>List any other ministries that you think will be impacted by your ministry\event.</p> <p>Checks will be carried out via the calendar and church administration prior to your proposal going for the approval process.</p>
EVALUATION PLAN	<p>A report of the event will be sent to events@tbcchurch.com.au for entry in The Connector and (if appropriate) the Annual Ministry Report.</p>
REQUEST	<p>That the _____ be approved by the Elders as an official church event so that the elders, church building services, communications and insurance should cover the event.</p>
SPONSORING ELDER	<p>(elder with aligned responsibilities, if applicable)</p>
DECISION	<p> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved </p> <p>Minute at Elders' Meeting of: _____ (date) _____</p>
ELDER CONDITIONS	
DEFINITION	<p>An official church event is one which as 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.</p> <p>An event which may be attended by a group of individuals from the church but been officially approved by the leadership and/or officially published is defined as a group of friends meeting together.</p>