



Event Planning Considerations for Ministry Council Approval

Updated: March 1, 2015

Activity Type	Process
<p>Ministry Meetings (not in the banquet hall, not in MLKSrRC, not in Horizon, not using in-house/outside caterers or requesting audio/video)</p> <p>Weekly, monthly, quarterly – ministry meetings, Sunday School, bible study, planning sessions, rehearsals, class, training sessions –</p>	<p>Contact Church Calendar Administrator (Marvel Leverett) for scheduling these activities. She will approve and schedule these ministry requests based on the church policy and room assignment priorities. Ministries will need to provide her with the ministry id from the ministry profile.</p>
<p>Ministry Events & Ministry Meetings (in Banquet Hall, Horizon, Plaza, MLKSrRC, or PCKB, or using in-house/outside caterers, or requesting audio/video)</p> <p>Outreach, mission, conference, workshop, training, socials, banquets/luncheons, trips, etc. that are open to or</p>	<p>Leaders/Planners will need to submit their events through the planning center. For these types of meeting and events, we have replaced the Event Planning Worksheet within the online planning tool.</p> <p>Ministry meetings or rehearsals do not require council approval but require room approval by the church staff (Banquet Hall, Conference Room, Training Room, Worship & Arts Room, Café, Plaza, Park Service Rooms) or audio, video, or streaming.</p> <p>Ministry special events, sessions, workshops, fellowship/socials, conferences/seminars, etc. are required to be entered in the planning center with the specific details and specification (defined in the training material for Event Planning). Any events (in any location of MLKCRC, Horizon, Education Bldg, Plaza, Narthex) must be submitted online as the steps for the various organizational approvals are required.</p> <p>All ministry events should be fully completed prior to submission to council and submitted 90 days in advance. As appropriate, the events will go to council for review and/or approval and to the church staff for room or special request</p>

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<p>intended to serve the church-wide body, community, or other groups or if the event is to be advertised, seek volunteers, registration, or offer ticket purchases.</p>	<p>approval.</p> <p>Any events (in any location of MLKCRC, Horizon, Education Bldg, Plaza, Narthex) that will use an in-house or outside caterer must go to Ebenezer Events for approval of the caterer (but not to the ministry council). The event will be added in the planning center and ministry must provide the name and contact information of the caterer so that Ebenezer Events can speak with them to confirm use of space and insurance liability. These events may in some instances have a service and cleanup fee and must be agreed and confirmed by Ebenezer Events.</p> <p>For meetings or events that have food brought in from a restaurant, deli, or grocery store, the ministry leaders will need to submit a copy of the receipt to Ebenezer Events. A receipt will be kept on file in the event that circumstances arise as related to the food items.</p>
<p>Bible Study, Wow, College Ministry Repasts, Funeral Repasts – (in the Banquet Hall)</p>	<p>Tuesday afternoon bible study and Wednesday WOW will be scheduled in the Banquet Hall pending no outside events have contracted the space. In such cases the church office will notify the ministry leader of the room change.</p> <p>College Ministry Repasts will be scheduled either in the Banquet Hall and or room 212 in the Heritage Educational building (as space permits) and meals will be prepared by the EBC in-house Caterer and Staff.</p> <p>In the event that a room change is necessary, the church office will relocate the repast to an appropriate room.</p> <p>These events are booked directly with the church office and therefore, do not require entry in the ministry planning center or approval by the ministry council.</p> <p>*Please note that meal costs will vary depending on the menu item requested.</p>
<p>Narthex Table & Bake Sale Table Reservations</p>	<p>For Narthex Tables, leaders/planners should contact the Church Calendar Administrator (Marvel Leverett) for scheduling reservations.</p> <p>For Bake Sale Tables, leaders/planners will need to submit their events through the planning center (by the specified deadline or 90 days in advance). Once submitted, the bake sale events will be reviewed by the Church Calendar Administrator (Marvel Leverett) for confirmation of the date requested.</p>
<p>Church Sponsored Events</p>	<p>These events are reviewed annually by the Ministry Council.</p> <p>Once decided and approved, the events will be added to the planning center in order that they may receive communication and distribution as they will be made available on the Ebenezer calendar and media communications.</p>
<p>Worship & Program Events</p> <p>Special day, conferences, outreach, socials, banquets/luncheons, trips,</p>	<p>These events are typically included in the planning and budgeting process for Ebenezer. In these cases, the event is considered approved. These events will need to be added to the planning center in order that they may receive confirmation of the event dates on the church calendar and be reviewed by council for collaboration and support across ministries as needed.</p> <p>These events are also entered in the planning center so that communication,</p>

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<p>etc. that are open to or intended to serve the church-wide body, community, or other groups or if the event is to be advertised, seek volunteers, registration, or offer ticket purchases.</p>	<p>distribution, and publicity as they will be made available on the Ebenezer calendar and media communications.</p> <p>In the case where an event is being submitted that is not part of the budget, the council leader will bring the event for discussion at the ministry council and/or to the budget committee as appropriate for the event. The council will not approve any Worship & Program Events that are not confirmed with the ministerial liaisons and budget committee.</p>
<p>EBC Partners (Hope, etc)</p> <p>Meetings, conferences, seminars, etc</p>	<p>These organizations will continue to contact Marvel in the church office. Depending on the nature of the event, Marvel may choose whether to show it on the Ebenezer calendar.</p>
<p>EBC Staff & Operations Meetings</p>	<p>Marvel will continue to schedule these for the staff needs. These items will not appear on the Ebenezer calendar unless Marvel determines necessary.</p> <p>The staff will ultimately have a separate page access where they can see this information.</p>

Ministry Council Guidelines for Event Approval

The Ministry Council will use the following guidelines (subject to change as the process matures) to assess the event submissions.

- Does the event align with the spirit of purposeful ministry? Is the event mission focused and relevant? To what degree does the event align with the stated vision, purpose area, and goals of the church?
- Who does the event serve (other than the ministry itself) – body, community, etc?
- Does the event align with the organizational approved plan for Worship & Programs or Operations?
- How can the Purpose Areas be better served or more greatly impacted? What changes can we make to be more effective?
- What other similar activities or events does EBC have that could be combined? Where can ministry collaboration be greater (with EBC ministries and/or external partners)?
- What will be accomplished, impacted, or achieved by the event?
- Are the proper structures, planning, and support in order so that the event outcomes can be realized?
- Are the fundraising estimates realistic?
- Does the budget seem realistic and contain all the components that are needed to support the event?
- What type of operational support is needed to ensure the success of the event? Are those plans in order?
- If this event is one that has occurred in the past, what was the success of this ministry event? What needs to occur differently so that outcomes can be achieved?