

## Program/Ministry Proposal

What we do in the name of Jesus Christ deserves the best that we have to give. This form is designed to help you initiate an event, ministry, or program that offers the best we have to give.

### PROGRAM PROPOSAL PROCESS:

1. Programs or events will be considered official ministries of the McMinnville Cooperative Ministries only after approval of the ***Program Proposal Form***. The form is to be filled out as completely as possible. We understand that some of the blanks will not be relevant to some proposals.
2. Please ***submit the proposal to the church office***. We will let you know as quickly as possible whether your proposal has been adopted, and what we can do to help you.
3. Proposals will fall into two basic categories
  - a. ***Simple***: These are events or programs that have a limited duration (1 to 3 occasions), do not need special funding, or do not demand significant church resources. Simple proposals may be approved by a staff member
  - b. ***Complex***: These are ongoing programs (no ending date), or ministries or missions that require substantial resources of time, money, or people from the congregation, or that requires contracts or obligations to groups outside the congregation.

Complex proposals must be discussed at a staff meeting, and if they are significant or challenging, may need to be referred to the Mission and Ministry Committee for final approval.
4. ***Every proposal MUST include the names of at least three people who have already made a commitment to participate on the team providing this ministry or program.***
5. ***Every proposal will be measured against our Mission, Vision, and Values. If the proposal is complete and fits within the boundaries of our Mission, Vision, and Values it will be approved. APPROVAL, HOWEVER, DOES NOT GUARANTEE AVAILABLE FACILITIES.***
6. ***If a proposal is denied, the reasons for the denial will be fully explained. Staff is also willing to help you improve your proposal so that it can be approved.***

### I. Who is making the proposal?

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_

Phone #s Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_

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

Your Team Partners: \_\_\_\_\_

## Program/Ministry Proposal

### II. What is the program / mission / or ministry you are proposing?

What is it called? \_\_\_\_\_

How does it serve our Mission, Vision, and Values?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is it for? (*Who is it designed to serve? Who is invited?*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the purpose? (*Describe what you hope it will do for or to the people who participate.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### III. What do you need to make it a success?

When is it going to happen? (*Fill out a Facilities worksheet*)

One time event                       repeating event (Ending Date: \_\_\_\_\_)

Days: \_\_\_\_\_ Dates \_\_\_\_\_

Times \_\_\_\_\_

What facilities will you need? (*Fill out a Facilities worksheet*)

- |                                              |                                                        |
|----------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Buildings and rooms | <input type="checkbox"/> Sound Equipment               |
| <input type="checkbox"/> Bus or van          | <input type="checkbox"/> Video Equipment               |
| <input type="checkbox"/> Childcare           | <input type="checkbox"/> Room set-up                   |
| <input type="checkbox"/> Tables & Chairs     | <input type="checkbox"/> Office services (printing...) |

How do you plan to promote it? (*Fill out a Communications worksheet*)

- |                                                                                                          |                                                                        |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Bulletin                                                                        | <input type="checkbox"/> Posters                                       |
| <input type="checkbox"/> SnapShot ( <i>email newsletter</i> )                                            | <input type="checkbox"/> Celebrate with Us ( <i>email invitation</i> ) |
| <input type="checkbox"/> Newsletter                                                                      | <input type="checkbox"/> Written Invitations                           |
| <input type="checkbox"/> Website                                                                         | <input type="checkbox"/> Flyers                                        |
| <input type="checkbox"/> Signs or banners                                                                | <input type="checkbox"/> Bulletin Board                                |
| <input type="checkbox"/> Promotion Tables ( <i>Sunday</i> )                                              |                                                                        |
| <input type="checkbox"/> Pulpit Announcement ( <i>you must do promotional tables to have this</i> )      |                                                                        |
| <input type="checkbox"/> McMinnville Newspaper ( <i>newspaper items must be cleared through staff.</i> ) |                                                                        |
| <input type="checkbox"/> Other _____                                                                     |                                                                        |

# Program/Ministry Proposal

## How do you plan to finance it?

- No cost
- Fundraising
- Fee for event or program
- Ticket sales      *Who is handling tickets & sales money?* \_\_\_\_\_
- Special offering
- Church Budget funding
- Other (describe) \_\_\_\_\_  
\_\_\_\_\_

## Will there be costs incurred to be paid to other organizations? (Caterers, Supplies, Speakers)

Who will sign contracts if any? \_\_\_\_\_

How will these be paid? \_\_\_\_\_

## How will you report back to the congregation about it? (*success, outcome, benefit*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Anything Else?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The McMinnville Cooperative Ministries facilities are widely used by the congregation and the greater community. It is your responsibility to schedule use of the building. Check on our website or with the office for availability prior to submitting this proposal. Any change in facility needs must be negotiated with the person(s) in charge of scheduling. Flexibility is key to accommodating as many groups as possible.

<b>Office Use</b>	
<b>Received by:</b> _____	<b>Rec'd Date:</b> _____
<b>Response by:</b> _____	<b>Response Date:</b> _____
<input type="checkbox"/> Approved <input type="checkbox"/> Modified <input type="checkbox"/> Denied ( <i>see attached explanation</i> )	