

How to Organize a Special Fellowship Activity

If you are thinking about planning a fun activity or special fellowship event at the church, here's what you need to do:

At least one month before your planned event, complete the form below to provide specific information about your event. The Spiritual Council will promptly review your proposed activity request.

After your plan is approved, contact the Church Administrator to schedule your event. If it involves the congregation as a whole, you can advertise by placing a general announcement in the church bulletin for three consecutive weeks.

At the conclusion of your event, please submit a short summary to the Governing Board for the Annual Report. This report should include a description of the activity, the general purpose or goal of the event, number of people attending, and any suggestions for similar events which may be held in the future.

A Proposal for a Fun/Fellowship Activity

Name _____

Date and time of your event _____

Description of your event _____

Group Participating _____

What church facilities will you need to use? (check):

Church Grounds _____ Café _____

Chapel _____

Library _____

Gym _____

Kitchen _____

Foyer _____

Joel's Place _____

(If you plan to use church facilities, please contact the Church Administrator to confirm availability before you advertise the activity.)

Will there be a charge to participate? If so, what amount? _____

Signature _____

Date _____

Please submit this form to the church office, Attention: Spiritual Council at least one month before publicizing.

For office use only: Approved _____ Not Approved _____

Date: _____

Elder Secretary Signature: _____