

How to Start a Service Project

If you are thinking of starting or leading a service project, here's what you need to do:

Unless your project is intended to meet an immediate need, you should submit the form below to the Spiritual Council at least one month before you plan to start your project to insure the project is in line with Mt. Zion's outreach values. If your project is intended to meet an emergency need, you should notify the Spiritual Council using the form below.

Once approved, you are free to plan, announce, and recruit for your project. This can best be done by contacting the church office and requesting an announcement in the church bulletin for three consecutive weeks.

If your project involves requesting either physical goods or financial support from the church, please submit your plan to the Deacons/Deaconess for Designated Giving approval. This is done by a letter to the Board explaining your need for financial or physical goods donations. Submit your request to the church office, Attention: Deacons/Deaconess. If your activity involves only service time and effort, you do not need such approval.

At the conclusion of your service project, please submit a summary report to the Governing Board to be included in the Annual Report. This report should include a description of your project, how your project was beneficial, time involved, goals attained, and any suggestions for any similar service projects.

Service Project Proposal

Name _____

Description of Service _____

General Purpose or Goal of the Project _____

Who Will Benefit From The Project? _____

Location of Project _____

Proposed Date(s) of Project _____

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: _____