

St. Jude A.M.E. Church
Request for Dates for Program, Events, Special Services
Process

The Steward Board Ministry has put in place a process for requesting and securing dates on the St. Jude AME Church calendar for events, programs and special services. All events must be within the mission and vision of the church and follow basic Christian values and standards.

The process is as follows:

Step 1- The member will complete and submit a "Request for Event/Program Date Form" no less than one month prior to the date of the event. However, we encourage you to submit the request form as far in advance as possible for proper planning and preparation time. The completed form must be submitted to the Ministry Chairperson or Organizational Head. **The forms are located in the Church Internal Mail Box at the Brink Road Property.**

Step 2 -The Ministry Chairperson/Organizational Head will review the form to make sure all the information is complete and the program is within the church vision/mission.

Step 3 - The Chairperson will submit the form to the Steward Board Secretary who is in charge of the Church Calendar. The form and the church calendar will be reviewed to see if the event can be scheduled based on the availability, cost and the program mission/objectives.

If Church funding is needed for the event, the request will need to be reviewed and approved by the Steward Board. This could delay the processing of the request.

If no Church funding is needed and all else is in order, the form will be signed and submitted to the Pastor for review and final approval.

Step 4- The Pastor will review. If the Pastor approves the request, he will sign the form and give it back to the Steward Board Secretary.

Step 5 - The form will be sent back to the either the Ministry Chairperson/Organizational Head or the member who submitted the request.

Important Notes:

- This process should take no more than 2 weeks.
- ***The member should not assume approval until they get the signed form back.***
- ***No announcements or marketing of the event should take place until the event is approved.***
- The request for event(s) could be denied. There will be an explanation of denial on the submitted form. The member has the right to question the denial and/or provide more information for consideration of approval.

Possible reasons for a denial:

- Date(s) not available
- Conflict with other events on the Church calendar
- Timing and preparation concerns
- Proposed budget or financial funding concerns
- Type of event not with Church vision and/or mission

**St. Jude A.M.E. Church
Request for Event/Program Date Form**

Please submit form to Steward Board or Ministry Chairperson no later than one month prior to the date of the event. The submission of the form is not an approval of the event. The event is officially approved when a copy of this form is returned to you signed by the Pastor or his officer approving Events for St. Jude AMEC.

Today's Date: _____ Ministry: _____

Submitter Contact Information: Name: _____

Contact Phone Number: _____ E-Mail Address _____

Program/Event: _____

1st Choice Date/Time: _____ 2nd Choice Date/Time: _____

Location: _____

Proposed Budget for this Event: _____ Projected Costs to Church: _____
(Enter N/A if no cost to the church)

Purpose(s) for St. Jude AMEC Expenses: _____
(Fully underwritten by Church, Partial funding, Deposit, etc.)

St. Jude Funds Needed-Date: _____ Amount Needed: _____

If Church funding is NOT needed, how will this event be paid? _____

Proposed Preacher/Speaker: _____
(Enter N/A if no Preacher/Speaker)

Church/Other Affiliation: _____

Transportation Needs: Car _____ St. Jude AME Van _____ Tour Bus _____

My signature below indicates my knowledge of this planned program. I understand that it is my responsibility to assure this program is carried out in a manner that is in keeping with Christian and St. Jude AME Church standards, including protocol. After this program is approved, I will communicate with the church office in a timely manner that facilitates an excellent working relationship between the church and this ministry.

Ministry Leader's Signature _____ Date _____

Approved by St. Jude AME Church _____
Signature _____ Date _____

Denied by St. Jude AME Church _____
Signature _____ Date _____

Explanation of Denial _____