

WHEAT STREET BAPTIST CHURCH
MAJOR PROGRAM/MINISTRY EVENT “GUIDELINES”

If your ministry is organizing a special program or event, please familiarize yourself with the following process.

1. Obtain Program/Event form from the office (later we can add “or go online)
2. Fill out the form and return to the office within two (2) weeks of your initial planning meeting with the Pastor (which is three (3) months prior to your event – see below). This gives the office staff time to schedule your initial meeting. (The office staff is pleased to help with timeline dates if needed)
 - a. Ministry keeps original form
 - b. Office staff keeps copy, prepares program folder, adds to calendar and keeps timeline check list
3. Initial planning meeting with Pastor
 - a. Attendees: Ministry Leader and Pastor
 - b. This meeting will be held minimum of three (3) months prior to program/event
 - c. Please be prepared to discuss goals for outreach and schedule
 - d. Please bring draft program proposal to meeting
 - e. Articulate your qualitative/spiritual goal(s) for the program/ministry event.
 - f. Articulate your quantitative/spiritual goal(s) for the program/ministry event.
 - g. Answer the following: What defines success for your program/ministry event?
 - h. Be very specific about who the people/groups you plan to reach and serve are; how you plan to reach them and serve them.
 - i. What are you doing differently from the last time this program/ministry event was held and why?

4. Follow-up meeting with Pastor
 - a. This meeting will be held minimum of one and a half (1-1/2) months prior to program/event
 - b. Please be prepared to confirm any changes to program as discussed at initial meeting
 - c. Goal for this meeting: To obtain ***“final approval”*** from Pastor before forwarding to office staff for printing

Documents go to Office Staff for printing once meetings are completed and all documents have been “approved”.

5. Print Design Request:
 - a. Ministry Representative must meet with office staff minimum of one (1) month prior to Program/Event if design assistance is requested. Please bring your design ideas for discussion

Print Job Only

- a. Ministry Representative must bring “Camera Ready” documents to office staff minimum of two (2) weeks prior to Program/Event in order to have them done in a timely manner.

If you need to cancel, please do so by contacting the Church Office Staff a minimum of seven (7) days prior to event.

If you have any questions or need clarification, please feel free to contact the WSBC Office Staff. (404) 659-4328

WHEAT STREET BAPTIST CHURCH
MAJOR PROGRAM/EVENT REQUEST FORM & TIMELINES
Meetings to be Held With
PASTOR (Rev. Ralph B. Watkins, MFA, DMin, PhD) and Ministry Leader.

EVENT NAME: _____

EVENT DATE: _____

MINISTRY: _____

Ministry Leader/
Contact Person: _____

Phone number: _____

Email Address: _____

****Initial Meeting Date:*** _____
(3 months prior to Program/Event)

Time: _____

*Leader will meet with Pastor for planning/approval discussions of Program/
Event “Draft” document. Please bring draft document to this meeting.

*****Follow-up***
Meeting Date: _____
(1-1/2 months prior to Program/Event)

Time: _____

Leader will meet with Pastor for “*Final Approval***” of draft documents.
Please be sure all changes, if any, have been made before this meeting.

Once the “***Initial Meeting***” and “***Follow-up***” meeting are completed, the
office staff becomes involved to either help design documents or to print

“camera ready” documents.

1. Please choose (below) your request.

_____ Print Design and Print Job Requested

- a. Ministry representative must meet with office staff one (1) month prior to program/event if design assistance is requested. Please bring design ideas to meeting for discussion.

DATE DUE TO WSBC OFFICE: _____

_____ Print Job Only

- a. Ministry representative must meet with office staff minimum of two (2) weeks prior to program/event to deliver “camera ready” documents.

DATE DUE TO WSBC OFFICE: _____

APPROVALS

_____ Date: _____
Event Chair/Contact

To Office for Approval Routing

_____ Date
Rec'd: _____
Received by

_____ Date: _____
Church Administrator

To Church Office for Scheduling of Meeting with Pastor

Meeting scheduled with Pastor by: _____

Meeting Meeting
Date: _____ Time: _____

****Once approvals are completed the Church Office Staff will put information on the calendar.***

***** “Cancellations” are made by contacting the Church Office Staff minimum of seven (7) days before event.***