

OFFICE USE ONLY:

Date Requested: _____

Date APPROVED: _____

Signature: _____

Date REJECTED: _____

Reason Rejected: _____

Signature: _____

ARK CHURCH MINISTRY ACTIVITY SHEET

Date(s) Requested: _____

Ministry Name: _____ Event Planner: _____ Name of Event: _____

_____ Type of Event: _____

Timespan of Event: _____ Event Location: _____

Please complete the following information if applicable:

Activity Theme: _____

Theme Scripture: _____

Activity Address (if not Ark Church): _____

Ticket Cost: _____ Freewill Offering Please check if guest speaker/participant honorarium is needed

Name & address of guest speaker/psalmist:

Please indicate additional ministry support needed:

TRANSPORT MINISTRY HOSPITALITY MINISTRY USHERS MINISTRY FINANCE

DEPARTMENT

MUSIC MINISTRY _____ Choir/Psalmist _____ No. of Selections _____ Musicians

MEDIA _____ Power point _____ Sound System _____ Microphones

CULINARY MINISTRY _____ Breakfast _____ Lunch _____ Dinner No. of guests anticipated: _____

ADMINISTRATION _____ Tickets _____ Programs _____ Flyers _____ Letters _____ other: _____

Please explain other needs / other special requirements:

PROCEDURE:

1. Submit completed Activity Request Form 45-60 days prior to event. Forms received less than 45 days prior to event will be rejected; no event will take place.
2. All events involving contracts must be priced out by the Church Administrator, or Designate, and approved by the Senior Pastor.
3. Written announcements must be given to Church Office prior to Thursday of the week the announcement is expected or desired.
4. In the event of a trip, or any other outing, the ministry sponsoring the event must raise and turn in all initial deposits necessary for the event.
5. All contracts must be signed by the Church Administrator, Director of Finance or Senior Pastor.
6. All ticketed events must be priced out by Church Administrator or Designate and approved by Pastor.