

Beulah Missionary Baptist Church
Frequently Asked Questions – Event Planning

What are the initial steps to planning a church / ministry related event?

1. **You should first contact the Finance Department** to determine how much money you have in your budget to support the event.
2. Subsequent to determining how much you have to spend on the event, you should complete the “Event Approval Form” per church guidelines.

Note: The form should be submitted to the Church Business Administrator at least 90 days before the event date.

3. Based on the events listed on the Event Approval Form, you should submit a “Calendar Request” to reserve the spaces and resources needed to support the event.

What happens if I fail to complete steps 1 & 2 above and submit a “Calendar Request”?

All “Calendar Requests” requiring the **issuance of a check** will not be processed until the Finance Department has provided its approval.

This means that you will not be able to reserve any spaces (rooms, fellowship hall, etc.) to support your event until the Finance Department has provided its approval.

Note: The Calendar Request form has been revised to support this requirement.

If there are not sufficient funds available in the budget, can I solicit donations to support the event?

No, per church guidelines, members and ministries are prohibited from solicitations funds to support events and activities.

Under what conditions may a ministry sell tickets in support of an event?

Ministries may sell tickets to cover the cost associated with hosting a banquet. This may include the cost for food preparations, awards, decorations, janitorial staff, etc.

Please note that the proceeds from the sale of tickets may not be used to compensate guest speakers for an event.

A copy of the referenced form may be found on line.

Are there guidelines relative to the amount that may be paid to a guest speaker?

Yes, the guidelines listed below have been established by the pastor and all ministries are expected to adhere to them.

Church Anniversary = Maximum honorarium is \$1,000.00

All other events = Maximum honorium is \$500.00

May a ministry raise additional funds to pay a guest speaker in excess of the noted amounts?

No, again, all ministries are expected to follow the directive of the pastor as it relates to honoriums.

If a ministry has a question concerning the church guidelines and procedures, who do they contact?

The ministry should contact the deacon assigned to their respective organization.

Why is it so important to adhere to the budget amount assigned to a ministry?

The Church's budget is based on the expenses required to run the church and its contractual obligations to the bank for the financing of the Worship Center and the Family Life Center.

Once the budget is approved, the Finance Department, by law, must adhere to the approved budget. The only discretionary spending that the Finance Department is authorized to approved is for the maintenance and repair of the buildings, grounds, and equipment.

Failure to enforce the budget will jeopardize the church's ability to meet its legal obligations and provide a safe / comfortable worship environment for its members.

Why can't ministries and members solicit additional funds to support an event, activity, or program?

Under the leadership of the pastor, the church has made a commitment to fund its operations through the payment of tithes and offerings. When this commitment was made, the church made a decision to stop all fundraisers and solicitations in support of the pastor.

Note: All forms noted in the FAQ are available on the church web site. They may be accessed by going to the menu steps listed below.

Access the home page and these menu items: **Members Information -> On Line Forms**