

# MINISTRY ACTION PLAN

Ministry Area: \_\_\_\_\_

Office: \_\_\_\_\_

**Please complete this M.A.P. as your roadmap for your proposed ministry opportunity.**

Date: \_\_\_\_\_

Ministry Area (e.g., Equipping): \_\_\_\_\_

Program/Project/Ministry (e.g., Heartworks): \_\_\_\_\_

Type of activity:     Class     Event     Other \_\_\_\_\_

Date of event: \_\_\_\_\_

Times of event: \_\_\_\_\_

Location (room #)      1st Choice \_\_\_\_\_      Alt. Choice \_\_\_\_\_

Annual event?     Yes     No

Chair/Lead \_\_\_\_\_

Others working on this event (please list) \_\_\_\_\_

\_\_\_\_\_

Goal of this activity or event or class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people expected at this event \_\_\_\_\_

For a complete list of church staff and contact information, visit <http://www.svpc.us/who/churchstaff.php>.

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## Priority checklist

- Check with Church Office or Church Administrator about other activities on campus that might impact this activity.
- Is Child Care needed? (*Arrange with Child Care Coordinator before publicizing class/event – see pg 4*)
- Submit **Facility Request Form** to reserve rooms - **pick up from church office or download from [http://www.svpc.us/pdfs/calendar/forms/facility\\_request\\_form.pdf](http://www.svpc.us/pdfs/calendar/forms/facility_request_form.pdf)**.
- Submit **Facility Setup Request** to Head Custodian - **pick up from church office or download from [http://www.svpc.us/pdfs/calendar/forms/facilities\\_setup\\_req.pdf](http://www.svpc.us/pdfs/calendar/forms/facilities_setup_req.pdf)**.
- Is AV Equipment needed? (*Add to **Facility Setup Request***)
- Will any other equipment be needed, e.g., podium, chart pads, easels, markers?  
(*Add to **Facility Setup Request***)
- Is Staff, Office or Custodial support needed? (*Arrange with Church Administrator*)
- Will sound setup and/or support be needed? (*Arrange with Church Administrator*)

## Publicity checklist

- Along the Way (note submission **deadlines**<sup>1</sup> here: \_\_\_\_\_ and \_\_\_\_\_)  
newsletter@svpc.us
- Bulletin (note submission **deadlines**<sup>2</sup> here: \_\_\_\_\_ and \_\_\_\_\_)  
bulletin@svpc.us
- Submitted to Webmaster for publication on church website?  
webmaster@svpc.us
- Newspaper: Who will write? \_\_\_\_\_ Deadline is? \_\_\_\_\_
- Flyers: Who will make? \_\_\_\_\_ Who will print? \_\_\_\_\_
- Postings: Who will make? \_\_\_\_\_ Who will print? \_\_\_\_\_
- Signage: Who will make? \_\_\_\_\_ Who will print? \_\_\_\_\_
- Bulletin board displays: Available? \_\_\_\_\_ Who will create? \_\_\_\_\_  
(Leave completed flyers in Church Work Room to be posted in Information Kiosks)

## Resources requested

Estimated cost \_\_\_\_\_ Source of funding \_\_\_\_\_

\$ from budget \_\_\_\_\_ Ministry Area \_\_\_\_\_ Account # \_\_\_\_\_

## Church signage

Use the Directional Signs on campus to direct attendees to event location. *Do not attach signs to any surfaces using masking tape or pins.* The Directional Signs are located in Storage Closet 3-1 in Building 300.

<sup>1</sup> Newsletter article submission deadline is the 2<sup>nd</sup> Monday of each month for following month's publication.

<sup>2</sup> Bulletin submission deadline is Monday @ 10 a.m. for inclusion in next Sunday's bulletin announcements.

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## Other

Will food be served? Yes / No If Yes, then *see pg 4* for rules for using church kitchens.

Food service, setup and cleanup to be organized by \_\_\_\_\_

Separate Facilities request and setup required for large event food service.

### TASKS TO BE COMPLETED

### PERSON RESPONSIBLE

### DATE DUE

*(List tasks in chronological order to help future leaders understand planning process. Attach separate sheets for additional tasks.)*

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

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### **Child Care Coordination**

**Before** advertising your event, contact the Childcare Coordinator at [childcare@svpc.us](mailto:childcare@svpc.us) to request childcare coverage (your event must be a church wide event to qualify for childcare). Know dates & times of your event (be sure to note when an event or class is recurring).

When publicizing the event (bulletin announcements, newsletter, website, flyers), advertise childcare in this way:

Childcare is available by reservation for children ages six months to six years. Please contact our childcare coordinator, <name>, at <tel number> or [childcare@svpc.us](mailto:childcare@svpc.us) no later than <date one week prior to event>.

### **Kitchen Rules**

- ✓ Reserve kitchen as you would any other room.
- ✓ Food stored before your event must be marked clearly as to its purpose (contact person, date, purpose).
- ✓ Wash all dishes & clean kitchen when event is finished.
- ✓ Kitchen items used must be returned to their original location.
- ✓ Check to see that all stoves, ovens, etc., have been turned off.
- ✓ Used towels & tablecloths must be washed and returned the following day.
- ✓ Do not leave any food in the refrigerator after your event.

### **Resources**

Maintenance Staff – are available for assistance to open rooms on the church campus during these hours.

Gama Ramirez: Monday – Friday, 7:30 a.m. – 4 p.m.

Pedro Cadenas: Sunday – Thursday, 7:30 a.m. – 4 p.m.

Luan Nguyen: Tuesday – Friday, 7:30 – 11:30 a.m., Saturday, 7:30 – 4 p.m.

Cody Castro: Monday – Friday, 1:30 – 10 p.m.

### **Key Checkout**

If access to a room or building is needed outside the hours listed above, a key may be checked out. See the Church Administrator in the Church Office during normal business hours (Monday – Friday, 9 a.m. – 5 p.m.)

### **Publications**

Jennifer Merriam is a professional graphic designer. Contact her directly with your ideas to receive an estimate of her services.

<http://home.comcast.net/~jennifermerriam/index.html>

wwjd114@hotmail.com

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## Evaluation

Include or attach any important information for future program/project planning. This may include future budget needs, important notes, difficult to acquire resources. Answers to the following questions are also helpful.

Ministry Area Concerned \_\_\_\_\_ Date/s and time/s of activity \_\_\_\_\_

Program/Project/Ministry  
\_\_\_\_\_

Type of activity (class, event, etc.) \_\_\_\_\_

1. What worked well?

2. What didn't work well?

3. Was communication adequate?

4. List suggestions for the next time this event is planned.

5. Other notes?

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