

# Ministry Program Development Form

Northeast United Methodist Church

Check One:                      Nurture                                      Outreach / Witness

Specialized Ministry Program:

Person that will be in charge of new program:

Contact Information – Phone:

Email Address:

Purpose and description of program, including how this program will help “To Know Jesus and To Make Him Known”.

\*\*Program is for children, youth, or vulnerable adult (see instructions below):      Yes      No

Program meets (check one):      Weekly      Monthly      Quarterly      Seasonally      As Neded

Date(s) of Program:

Time(s) of Program:

Location of Program:

## Resources Required:

Staff (Pastor, office manager, music director)

Others

Financing (Budget line item)

Source of Financing (If other than regular budget)

Date money is needed (**NOTE: A budget request form must be submitted**)

Planned Advertising (include dates/media type)

\*\*If program is for children, youth or vulnerable adults, volunteers must be approved by a member of the Safe Sanctuary Team. **Approved**

**Instructions:** 1) **Form should be filled out as far in advance as possible.** 2) Make 3 copies of plan: Put one in the Program Book in Church office, one copy to the Specialized Ministry Coordinator, and keep one copy for yourself.