

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.