

CHURCH EVENT REQUEST

The Carpenter's House Church is a church on the move and there are many people who have a particular vision for an event or program that they believe would enhance the ministry and help propel us to the next dimension. Pastor Jim wants to make sure we are all communicating together and have a single plan for the church's success. Therefore we are asking each person, or department, desiring to sponsor a retreat, special event or class to fill out the following form. Please submit the request to your overseeing department head no less than 4 weeks in advance. After the appropriate department has signed the request it will be sent to the Pastor's Board for review and final approval. The Pastor's Board will be responsible for ensuring that there are no other calendar conflicts or too many events requested for a 1 month period. This process will help headship to be completely informed and it will also create a plan for your event to be successful. We cannot support each other's projects if we are not fully informed. It will also give Bridget Tower ample time to place the event on the church web site and Michael Beeler time to add it to video announcements.

Please do not make any public announcements for any events until this process has been approved and completed. Thank you for helping us reach our highest potential for The Carpenter's House Church.

Event _____

Sponsoring Department or Person _____

Date Requesting _____ Time _____

Purpose for Event _____

Explain the Agenda or Plan _____

Budget for Event _____

How will Event be financed? _____

Facility or Area of Building Needed _____

Signature _____ Date Submitted _____

Department Head Approval _____ Date _____

Pastors Board Approval _____ Date _____

Given to Secretary _____ Date _____

Submitted For Announcements _____ Date _____