

St. James United Methodist Church

Event Planning Policy

Established February 16, 2015

Introduction

The intent of this Event Planning Policy of St. James United Methodist Church is to provide an organized and efficient means for event planning at the local church level. This Event Planning Policy allows for easy communication and reservation of space, in addition to providing a means for events to be entered onto the church's google calendar, newsletter, and website.

Policy Statement

The mission of the local church is to make disciples of Jesus Christ for the transformation of the world.¹ As a part of disciple making, we, the people of St. James United Methodist Church are committed to providing worship, fellowship, fundraising, and outreach events to serve the community, with a focus on those within and beyond our local congregation.

Operating Procedures

- 1) St. James United Methodist Church will plan all events in accordance with the procedures outlined in this policy.
- 2) This policy will be reviewed annually and may be adapted/amended as needed by the Trustees & Administrative Council.
- 3) Planning of events should take place at least 6 weeks in advance. When planning an event, take into account the expected number of people and choose a space that fits that number.
- 4) Fill out an Event Planning Form. (A copy of the form is attached to this policy.)
- 5) When the form is completed, please turn the form in to the Church Office, no later than 4 weeks prior to the event. The Pastor and/or Trustees will consider approval of the event and return a signed copy of the form upon their decision.
- 6) Every event that has been planned will be entered onto the master calendar.
- 7) Exceptions to this policy will be made and approved by the Pastor and/or Trustees.

¹ The United Methodist *Book of Discipline*, ¶120.



St. James Event Planning Form

Name/Group: _____

Contact Person: _____

Contact's Phone & Email: _____

Can Contact Person's Information be listed on the Calendar? Yes No

Event Name: _____

Start Time (include set-up): _____ End Time (include clean up): _____

Number of People Expected: _____ Space Requested: _____

Briefly Describe the Event:

Preferred Description of Event for the Google Calendar:

Date Form Submitted: _____

Event Approved: Yes No

Date of Decision: _____

Pastor's Signature: _____