

Are you planning an Event at the Church?

THIS GUIDE IS DESIGNED TO ASSIST YOU in planning any type of event or activity here at King of Kings. If you follow the suggestions in this guide, it is our hope that your event or activity will be successful. We want to thank you for your willingness to serve. The people of God at King of Kings are equipped with gifts for ministry. St. Paul tells us that we are the Body of Christ, and as we work together, we do God's work. We appreciate your faithfulness and commitment in serving.

MARK THE CHURCH CALENDAR in the office. The calendar operates on a first come, first served basis. You need to personally be sure that your activity is listed on the calendar in the office, including the time, as soon as possible. You may want to indicate the area of the building you will be using, in the case there are multiple activities the same day.

GETTING INTO THE BUILDING - Be sure that you have made arrangements to unlock the building for your event if that is necessary. You may need to make arrangements with the church office to borrow a key or be sure someone who has a key is a part of your event. Take time to put yourself in the place of a first-time participant in a church activity. Think about whether you should arrange for a host or greeter, serve coffee or other refreshments, provide nametags, or take other steps to help make King of Kings a more welcoming place for those participating in the event. Taking these steps reflect well on you and the church, especially for newcomers and friends.

FIND HELP - Think about the different things that need to be done and find others to help you do the work. People want to help and want to be asked. See the section on approaching someone with a ministry opportunity. People appreciate:

- well defined tasks
- clear direction
- good support

If you provide these, your volunteers will thank you. Either verbally or in writing, provide a brief explanation of what is needed. It will help avoid misunderstandings. If people know what you want, they are more likely to do it. You may want to ask people to help with:

- publicity
- money
- mailing
- calling
- entertainment
- refreshments
- set up
- cleanup

You may want to include other areas depending on the event. Decide whether you should provide child care at the church during your activity. Some youth may be able to assist you. If your event is away from the church, plan to make car pool or other transportation arrangements. The church carries liability insurance for drivers and medical coverage. You may want to have an emergency contact number for all participants. Remember the more people who are involved in helping to plan your event or activity, the better your event will be. Involving others benefits everyone - the kingdom, the congregation, and the person who is serving - and you!

PROMOTE YOUR ACTIVITY - Each Ministry Team has one or more bulletin boards. Put something on the bulletin board about your event or activity. Prepare a poster which gives the who, what, when, and where of your event. The more advance notice, the better. We suggest a minimum of one month, with 2 to 3 months being even better.

NEWSLETTER AND BULLETIN articles should be written and turned into the Newsletter and Bulletin files in the church office according to the following schedule:

- Bulletin announcement should be turned in by Wednesday at 12 noon.
- Newsletter articles submitted by the 15th are published on the 25th. Complete articles are preferred. Outlines with details are okay.
- Announcements during worship can be helpful. They should be given in writing to the Pastor

IF YOU NEED TO KNOW HOW MANY PEOPLE ARE COMING you may want to have a sign up sheet. Don't have high expectations for the sign up sheet, as they usually generate the same core of people. They also have the added disadvantage that if someone does not sign up, they may feel as though they are not allowed to come. The blue response form in the bulletin has been a helpful tool in encouraging people to participate. A response form or registration form sent to your participants can help you know who is coming for major events. A person at a table in the lobby can increase response. If you call people and personally invite them to an activity, you will have a better response. We have found that the best response comes when you place a note, post card, or letter in the mailbox of potential participants which explains the activity and gives time for decision making. Then, follow with a face to face visit or phone call to get a final response. A personal invitation is most effective. If there are funds involved, collecting money in advance is a good way to ensure participation. If funds are involved, you should review the information below.

AFTER YOUR EVENT IS OVER AND DONE - Be sure to obtain an **EVENT SUMMARY FORM** and complete it, so other leaders know how things went and how we can improve things for next time around. It will help other leaders planning future events.

WHEN MONEY IS INVOLVED IN THE EVENT - When possible, we hope that expenses are kept to a minimum and paid for by the budget of the Ministry Team or group hosting the event. Planners may choose to donate some items to lower the costs. When we charge for an event, we know that we exclude some people from the event. See the section below for specific instructions.

- **BUDGETED FUNDS** - When you anticipate expenses for an event, be sure to gain approval from the staff member who works in your ministry area to be sure that funds are available. Submit a Check Request Form (available in the church office) to the Business Manager's mailbox in the office to request a check from the treasurer charged to a regular budgeted line item. You may also pay expenses yourself and submit receipts for reimbursement. The church **tax exempt number is 38-2953150** and should be used to avoid paying sales tax. Remember to be sure budgeted monies are approved in advance and available to cover all event expenses.

- **NON BUDGETED FUNDS** - In cases when you must charge people for an event to cover costs, we recommend collecting monies, turning them into the church, and having one check written from the church according to the following procedure. Let people know the exact cost of the event and when you need to have the money paid. We prefer checks made payable to King of Kings Lutheran Church, but cash is acceptable. To protect yourself, two people should be involved in handling all cash. All money must go across the church's books. Income envelopes are available to assist you in collecting and tracking money from participants, use one envelope for checks and a separate envelope for cash. It is your responsibility to keep an exact record of all money received, who has paid, and the total amount submitted. Turn in receipts as often as possible and clearly mark them for the event. Monies should be submitted in an envelope and placed in the offering plate, plainly marked with event, total enclosed, etc. The Business Manager will keep track of the total amount submitted for reporting purposes. If there is a possibility of your event making a "profit" please be sure to check with the church office. Fund Raising is not biblical and not permitted. See the church office for a copy of the fund raising policy.

- When all monies have been collected, you may then submit a Check Request Form (available in the church office) to the Business manager's mailbox in the office to request a check from the treasurer. Be sure to put complete information on this form, so we know what to do with the check. Please allow a minimum of 7 to 10 days to receive your check.

- If you must pay a deposit, or purchase tickets in advance, or purchase other items prior to collecting money from participants - the utmost caution is to be urged! You can only do so with

permission of the treasurer or the staff member who serves as the Ministry Team Leader. It is extremely poor stewardship for the church to purchase tickets to some outside event, such as tickets to a play, only to be found holding the tickets, unsold, the day of the play. Treat those situations as though you would be covering the money from your own pocket to cover the cost of those tickets if the money was not collected from would-be participants. We have no funds to cover these sorts of "cash shortfall" errors. You should insure a very accurate number before requesting a check for "not yet collected" funds.

HOW TO APPROACH SOMEONE WITH A NEW MINISTRY OPPORTUNITY

- Begin with prayer. Ask God to show you who he has called to do a particular task and when you should ask them to do it. Pray about the gifts the person has and the gifts needed for the new ministry opportunity. Do not approach someone in an careless manner and expect them to say yes. Remember you are not simply getting a job done, you are involving someone more deeply in serving their Lord.
- Set a time to speak with someone in face to face, not in writing and not with a note or letter. If you must ask them at church, don't do it in the parking lot. Don't just walk up and ask if they have a minute. Tell them before church that you'd like to talk to them about something after church. Find a place where you'll not be interrupted.
- Be yourself, personal, friendly, and as persuasive as you can be without overdoing it. Have a contagious belief about the church and be able to share that belief. Let them know why you are there to talk with them.
- Let them know why they have been selected. Cite their attitude and involvement in the church. Share your perception of their faith, dependability, and experience. Talk with them about the gifts they have and the gifts needed to carry out the new ministry opportunity. This means you must prepare in advance to ask them properly.
- Use a written job description whenever possible. There may be some available from the church office; if none are available, jot a few notes down concerning the need. Define the task honestly and completely. What is expected of the volunteer? Be specific about how much time is needed to carry out the responsibility and how long you expect them to commit themselves to the position.
- Share what training and support will be available for them. Discuss other resources which are available and who they will be working with. Answer questions about your expectations. Let them know what to do if they decided after starting the job that it is not for them.
- If there is an evaluation procedure for the position, explain it. Indicate how they will receive feedback and how they should share their recommendations. Explain how they will be related to the structure and organization of the congregation. Explain how the work done in the position helps the congregation carry out its mission.
- Listen to their concerns. Hear both the words that are being said and the things not spoken. Repeat any information that they need to hear again.
- Indicate to them when you need them to give you an answer. If the answer is needed immediately, let them know. If they will have some time to think about it, set a specific time that you will contact them to obtain their answer. Suggest to them that they take time to pray about it and you will be back in touch. The follow up visit is better done in person.
- Let them know if there is an installation for formal start up to the position. Express your appreciation to them for their time. Offer your support to them as they begin serving. Write a note to them following the first meeting or time they serve to say thank you.