

Ministry Event/Activity Planning Packet

Bishop Henry Cole, Senior Pastor
Rev. Maxine L. Ball, Pastor of Administration

As the level of ministry continues to grow in Breath of Life Ministries, Inc. Christian Fellowship, the quality in which we perform has no other option but to rise to a new dimension as well—a new dimension of excellence. Moreover, since God gave his best, His only Son, it is our duty as leaders of this church to give God our best through our living and our service to Him as we serve His people.

Our Ministry Event/Activity Packet has been created to assist each ministry in planning to raise the standard and the quality of what we provide for the lives we are seeking to transform. We believe that this packet will aid Breath of Life Ministries, Inc. as a whole in “Making Disciples and Changing Lives.”

Our Breath of Life Ministries, Inc. Christian Fellowship Ministry Event/Activity Planning Packet is an informational tool to be used by all Ministry Leaders who would like to schedule events throughout the calendar year. Once the packet has been completed, each 5-fold Pastor should receive a copy of the packet from the ministry leader to help execute the administrative process. The packet requires a 4-month advance planning strategy to assure the necessary time needed to produce a quality ministry event/activity. If it is quality we seek in our everyday living, then it is quality we must strive to produce in the church at a level far beyond what we desire from the world.

Enclosed you will find the following:

- Ministry Event/Activity Planning Mission, Goal & Objectives Overview (*Checklist*)
- Ministry Event/Activity Budget Sheet including Voucher Request
- Communications Announcement Request
- Ministry Event/Activity Planning Building Request/Request Date on Calendar
- Record of Equipment Borrowed
- Post Ministry Event Evaluation Sheet

Each form is self-explanatory and user friendly—designed to develop detailed oriented leaders for the Kingdom. Please use this packet as a resource to help impact the ministry work that we do as unto the Lord.

Copies of this packet will be available in the Administrative Office for all Ministry Leaders or you may download them from our web site.



January 9, 2010

Dear Ministry Leaders:

Happy New Year! God is great, and we're looking forward to the great things He has planned for Breath of Life Ministries. We win in 2010! This will be another extraordinary year for ministering to the needs of our members and friends. As you begin planning ministry events for your respective ministries, please review your planning packet thoroughly and contact the Pastor overseeing your ministry with any questions. You should plan to submit your completed packet to your 5-fold pastor in enough time for review and further discussion if needed. **The submission deadline for all planning packets is January 31, 2010.**

When planning for meetings and events, please be mindful that times will be allotted for ministry events for 2-hour time spans. We have grown tremendously and find that ministry events now have to overlap. All ministries are being given a 2-hour time limit to conduct meetings. The administrator must approve extended time to ensure each ministry has time to conduct their business, clean up the facility, and prepare for the next ministry to begin their event. I realize that when programs and services are held, extended time will be needed. Be sure to put on your building request the amount of time you will need for programs and services.

A few other reminders:

1. All leaders are expected to review and adhere to our ministry *Standards of Excellence*. If you need a copy of the *Standards of Excellence*, please see the Pastor of Administration or the Pastor of Communications.
2. Tithing and the submission of "Six Questions," Calendars and *Reports (*for those overseeing ministry) are basic expectations for all leaders. Submission details for the aforementioned can be found in our *Standards of Excellence*.
2. Building access for meetings will be arranged. Keys have been assigned to specific leaders. **At no time should building keys be duplicated** unless permission has been granted from the Administration office.
3. Please remember to honor the House of God. Leaders who leave the building without cleaning up behind your group will be fined \$25.00. Continued misuse will relieve you of your privilege to hold future events/meetings on the premises.
4. Any checks returned to the church will incur a \$36.00 return check fee. If you have been notified by your bank, please contact the administrator as soon as possible so that we know how to plan finances. If you receive a letter regarding your check being returned, we ask that you make good the check as expeditiously as possible.
5. If you have to cancel a scheduled meeting, please be sure to contact the Administration office as well as our sexton to let them know your ministry will not be meeting.

Breath of Life Ministries, Inc.

Breath of Life Ministries Christian Fellowship

CHURCH

13992 Baltimore Avenue
Suite 300
Laurel, Maryland 20707

Office: 301-604-2656

Fax: 301-604-2652

Web site: www.bolmcf.org

Bishop Henry N. Cole
SENIOR PASTOR

Rev. Renée J. Cole
ASSISTANT TO PASTOR
PASTOR OF WORSHIP

Rev. Maxine L. Ball
PASTOR OF ADMINISTRATION

REV. SYLVIA VAN LAAR
PASTOR OF DISCIPLESHIP

REV. KEITH GRAHAM
PASTOR OF FELLOWSHIP

REV. KEVIN PRUE
PASTOR OF EVANGELISM

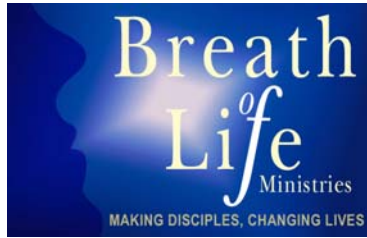
And the Lord God formed man of the dust of the ground, and breathed into his nostrils the breath of life; and man became a living soul. Gen. 2:7

We thank you for all that you do as unto the Lord. These guidelines are only a reminder that we serve a mighty God and want His House of Worship conducted in excellence and in order. I am available to discuss any concerns you may have. Please call the Pastor over your ministry and schedule an appointment so that he or she can give you focused attention and the help you need to make your ministry and/or ministry planning a success.

Because of His faithfulness,

Rev. Maxine L. Ball

Reverend Maxine L. Ball
Pastor of Administration



Breath of Life Ministries, Inc.

13992 Baltimore Avenue

Laurel, Maryland 20707

Phone: 301-604-BOLM (2656)

Fax: 301-604-2652

Bishop Henry Cole, Sr. Pastor

Ministry Event Checklist

Vision: _____

Purpose: _____

Communications
A. God
B. Bishop
C. Administrator

Scheduled w/Administrator

Resources
A. Draft a budget
B. People
C. Place
D. Equipment
E. Building use application form

Announcement request (2 weeks prior)

Revised budget

Income generation plan

Voucher Request

Copy and submit receipts

- Confirm check distribution
- Mobilize Team (S.H.A.P.E. driven)
- Manage preparation
 - A. Meetings
 - B. Organization
 - C. Delegation
- Manage event
- Evangelism and Outreach
- Assess results
- Follow-up

Budget Line Items

- A. Personnel (non-volunteer)
- B. Transport
- C. Equipment
- D. Venue
- E. Supplies
- F. Refreshments
- G. Communications
- H. Advertising

Income Generation

- A. Donations
- B. Sales
- C. Other

Name of Ministry Submitting Form _____

Submitted By: _____

Date Submitted: _____

Pastor of Ministry Signature _____

Breath of Life Ministries, Inc. (BOLM)

Guidelines for Buildings and Grounds

Preface

All activities of all ministries shall be done in a manner that respects the sacred character of these precincts. All people shall be welcome, regardless of race, sex, or financial status.

Religious activities of all ministries using the facilities shall not cause scandal or embarrassment to our neighbors and shall honor the basic traditions of orthodox Christianity. Jewish or Muslim practice that is compatible with Christian belief shall be allowed. The practice of cults or secret lodges is not appropriate.

Use of Space

No furnishings, liturgical appointments, art, flowers or decorations shall be moved or altered without specific permission to do so.

Use of the organ, pianos, or other musical instruments is by permission of the Department of Worship and the Pastor only. Ministries are welcome to bring in acoustical equipment, drums, or audio systems, but are responsible for their security and removing them after each event.

Precaution must be taken to ensure that electrical systems are not overloaded.

Audio and acoustical levels must be kept at reasonable levels that do not disrupt other activities taking place at the church at the same time.

The audio system installed in Breath of Life Ministries, Inc. is professionally maintained and is not to be altered under any circumstances. Any ministries requiring different sound must provide their own microphones, speakers, and other equipment.

BOLM cannot provide storage for any equipment, furnishing, or material of any other ministries using the church, except in rare cases, where permission must be obtained in advance.

People and ministries using the facilities are asked to take care of removal of any trash incurred while using the facilities. There are adequate wastebaskets placed in all areas for this purpose, including the bathrooms. Confetti, rice, birdseed, or glitter should never be used.

Children should be supervised at all times, and must not be allowed to roam freely through the facilities.

No food or beverages are permitted in the sanctuary. In other areas, permission must be granted in advance for such purposes. Wine and champagne may be served with permission only; beer and liquors are not permitted.

When the sanctuary is used, we urge ministries to ensure that children and youth will not play with pencils and envelopes in the pews. Upon completion of the event, each group is asked to ensure that all Bibles are left in good order in the pews for the next group to use.

Smoking is not permitted in any public area, including rest rooms, or directly in front of the doors of the building.

Scheduling Activities

Please contact BOLM after 10:00 am to schedule events. Do not contact the Pastor for this purpose.

No activity may be scheduled which conflicts with the programs or activities of Breath of Life Ministries, Inc.

Ministries using the facilities are urged to check the wall calendar located in the Administrative office regularly. This lists all the events that are scheduled for our facilities.

Any damage or loss of equipment, furnishings, etc. should be reported to the Administrative office as soon as possible.

Any problem experienced while using the facilities or working with BOLM staff or members should be reported to the Administrative office as soon as possible.

Financial Remuneration and Liability

Individuals and ministries using BOLM are responsible for any damage or loss occurring during their use of the buildings and grounds. On the other hand, BOLM is not responsible for any personal injuries or losses that occur while using the facilities. BOLM also will not be responsible for security of any equipment or material stored in the facilities.

Security

Ministries using the church facilities agree to take mutual responsibility for maintaining the security of the building.

Valuables should be kept out of reach from thieves.

Windows and doors should be shut and locked when leaving the facilities.

Only ministry staff with building alarm security codes and personal pass codes should unlock church doors. Persons without knowledge of security procedures should not be given keys. Only Property Management members or the office staff should duplicate keys.

People begging for money should be ministered to in order to find out what is the need. They should never be given cash, as that may encourage them to return and can frighten some people. Should disturbances occur, contact the police immediately.

All strangers should be personally escorted to the nearest exit. Even while using the rest rooms, they should be kept under surveillance at all times to prevent them from hiding or wandering into unoccupied areas of the church.

BOLM can be a very busy place, as well as being a very beautiful church. We hope that we will take pride and responsibility in preserving this precious heritage for the next generation. We hope that as one family we can take responsibility for helping each other share these facilities.



Breath of Life Ministries, Inc.
13992 Baltimore Avenue
Laurel, Maryland 20707
Office - 301-604-2656
Fax - 301-604-2652

Building Use Application & Information

Name of Application/Organization _____

Address _____

Contact Person(s) _____ Telephone Number _____

_____ Telephone Number _____

Purpose of Group _____

Type of Ministry Event: ___ Workshop ___ Conference ___ Banquet ___ Service ___ Musical
 ___ Rehearsal ___ Other (describe) _____

Date(s) of Event _____ Start Time _____ End Time _____

Location of Ministry Event: _____

Will there be a Group Singing? ___ Yes ___ No If so, how many vocalists? _____

Will there be a Choir Singing? ___ Yes ___ No If so, how many vocalists? _____

Will there be a Ministry in Dance? ___ Yes ___ No Will you need music? _____

Name of Contact Person: _____ Phone Number: _____

Estimated Number of Person Attending _____

Will food be served? ___ Yes ___ No Who will provide food service? _____

License Number _____

Room/Facilities Requested (please check)

___ Meeting Room I (3) ___ Conference Room (15) ___Kitchen* ___ Fellowship Hall (30)

___ Reception Area (5)

(*Kitchen facilities may be used for warming of food and refrigeration only unless licensed kitchen personnel are present. If caterer is being used a copy of license and insurance certificate is required.)

Equipment Requested (please check)

Overhead Projector TV/VCR Marker board Easel w/pad Keyboard
 Drums Audio/Video Equipment Other (please specify) _____
 Table – how many? Chairs – how many? Microphones – how many? _____

Any specific concerns or request? _____

Name of Applicant _____ Date Function _____

Agreement

In consideration for being accepted by _____ for use of the above requested facilities on _____, we (I) so hereby release, forever discharge, and agree to hold harmless Breath of Life Ministries, its staff, and the directors thereof from any and all liability, claims or demands for personal injury sickness or death, as well be incurred by the undersigned further hereby agree to hold harmless and indemnify said church, its directors employees and agents, for liability sustained by said church as the result of the negligent. Willful or intentional acts of participants, including expenses incurred attendant thereto. The undersigned further hereby agree to abide by the building rules attached hereto.

Signature

Date

Signature

Date

Building Use Coordinator: _____
Signature

Approval: Yes No

Date: _____



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ANNOUNCEMENT REQUEST

Announcements should be received 1-2 weeks prior to date of events. The administrative office prior to circulation must approve all written correspondence.

Date: _____

Name of Organization _____

Head of Organization

Contact Name (person making the request)

Dates to be announced _____

(Please circle appropriate type)

Type of Announcement: Flyer Verbal Written Other _____

Announcement

Organization Head
Approval _____

Person Submitting
Request _____

Rec'd: _____

Pastor Approval: _____



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RECORD OF EQUIPMENT BORROWED

Items Borrowed

Description: _____ Number _____

Description: _____ Number _____

Description: _____ Number _____

Description: _____ Number _____

Date Borrowed _____ Date to Return _____

I agree to take full responsibility for the above items while they are away from the church property. In the event they are lost or damaged, I will reimburse the church a sufficient amount to replace the items.

Borrower _____ Date _____
Signature

Approved: _____ Date _____
Pastor/Administrator

Not Approved: _____ Date _____
Pastor/Administrator

This is to certify that _____ returned the above listed items in good condition.

Received by: _____ Date _____



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VOUCHER REQUISITION

DATE _____

Budget Category Number _____ **Budget Category Name** _____

Pay to the Order of _____ **Amount** _____

Description _____

Invoice # _____ **Account #** _____ **Date Due** _____

Requested By _____ **Funds Available:**

Organization Approval _____ **YES** **NO**

Pastor's Approval _____

For Finance Department Only:

Paid Date _____ **Check #** _____ **Paid By** _____