



CONQUERING CHAOS

EVENT PLANNING TRAINING SEMINAR

*MT. ZION CHURCH
J2 Event Planning Ministry
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Adapted from “The Church Event Planning Toolkit” by Deborah Ike

AGENDA

Review Mt. Zion 2023 Calendar Process

Why Planning is Important

Clarify the Vision

Tips for planning a successful event.

- Develop the Plan
- Using the Ministry Event Request Form and the Event Planning Sheet
- Assemble the Team
- Execute the Plan
- Post Event Activities

Next steps

MT. ZION 2023 CALENDAR PROCESS

Ministry proposes event idea

- Consult with Elder
- Prepare Ministry Event Request Form – Use planning sheet



Ministry submits Request Form to Elders

- Form should be sent by email at least one week before meeting



Ministry presents to Elders 9/10/22

- Ministry gives brief description of event proposal
- Ministry should be prepared to answer questions



Elders approve events to be placed on Calendar

CONQUERING CHAOS – WHY PLANNING IS IMPORTANT

“For God is not a God of confusion but of peace.” 1 Cor. 14:33

- To create a structured, clear process for planning church events.
- To save time, money, and stress for everyone involved.
- To avoid costly and time-consuming mistakes.
- To create a repeatable plan and process that will help make the next event easier and less complicated.
- To ensure good communication with event volunteers.

CLARIFY THE VISION: WHY THIS EVENT?

“Commit your work to the Lord, and your plans will be established.” Prov. 16:3

How does this event support the vision of our church?

- How does the event promote discipleship, outreach, or education?

What is the reason for the event?

Who are we trying to reach?

Why is this event important/valuable?

What does a “win” look like?

CLARIFY THE VISION: KEY DECISIONS

What is the budget? Will you charge a fee?

Which ministry is sponsoring the event?

When and where do you want to host the event?

How many people do you expect to attend?

How many volunteers will you need?

Is this a one time only or annual event?

CLARIFY THE VISION: **OTHER CONSIDERATIONS**

What constraints are you under? For example, other church events, holidays, schedules of planners and volunteers.

Are there other ministries to partner with?

Have you discussed this with your Elder?



CLARIFY THE VISION

USE THE MINISTRY EVENT PLANNING
SHEET AND REQUEST FORM

TIPS FOR PLANNING A SUCCESSFUL EVENT:

DEVELOP THE PLAN

“Prepare your work outside; get everything ready for yourself in the field, and after that build your house.” Prov. 24:27

- Create a timeline.
- How to use the Ministry Event Planning Sheet.
 - Consider what expenses will need to be budgeted.
 - Identify the 2 primary contacts from the ministry and any other essential volunteers.
 - Consider how you will market or advertise the event. Keep in mind the timeline and the need to communicate with other ministries.
 - If assistance will be needed from other ministries, have you contacted them and determined their availability.

MINISTRY EVENT PLANNING SHEET (1 OF 2)

Ministry Event Planning Sheet	
Budgeted Expenses to consider (estimate costs)	
Rentals: _____	Marketing/Advertising: _____
Presenter Fee: _____	Souvenirs/gift cards/prizes: _____
Materials: _____	Electronic/Tech support: _____
Costumes/Props: _____	Tax, Fees, Registrations: _____
Decorations: _____	Permits/ Licenses: _____
Food/Beverage: _____	Other: _____
Total Expenditure: _____	
Marketing and Advertising	
What forms of communication do you plan on using: (Check all that apply)?	
Fliers <input type="checkbox"/> Posters <input type="checkbox"/> Projector Slides <input type="checkbox"/> Realm messaging <input type="checkbox"/> Social Media <input type="checkbox"/> Radio/News <input type="checkbox"/> Mailings <input type="checkbox"/>	
Church Bulletin <input type="checkbox"/> Other: _____	
Estimated costs of advertising: _____ Will a vendor be used for copies? _____	
Copying: Estimated number needed _____ Black _____ Color _____	
Develop a timeline with deadlines for each point of communication that you intend to use.	
1	_____
2	_____
3	_____
4	_____
5	_____

Use this section to 1) understand the type of expenses needed for events and 2) estimate costs to plan the event budget

Use this section to plan 1) your communication needs and 2) a timeline for the event.

MINISTRY EVENT PLANNING SHEET (2 OF 2)

Ministry Coordination: Are other ministries needed to support this event?

yes ☐ no ☐

Please make sure to make a note of when & who you contacted from each ministry

Hospitality _____
Security _____
Media _____
Worship: Music _____
Worship: Fine Arts _____
Ushers/Greeters _____
Administration (Church Office) _____
Education _____
Deacons _____
Youth _____
Children _____
Women _____
Men _____
Discipleship _____
Missions _____
Transportation _____
Other not listed _____

This section will help you determine the additional ministries needed to support your event.

You can obtain contact information for ministry leads on Realm.

MINISTRY EVENT REQUEST FORM (1 OF 2)

Ministry Event Request Forms must be submitted for every church event.



Ministry Event Request Form

Ministry Primary Sponsor : _____

Contact Persons (list 2 people from ministry that will serve as contacts)

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Title of Event: _____

Location: _____

Date: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Time: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

This form must be submitted to your Ministry Elder.

Include basic contact information, event title, and choice of dates/times.

MINISTRY EVENT REQUEST FORM (2 OF 2)

Ministry Event Request Forms must be submitted for every church event.

Description of Event:

How does this event fall within the goals of Christian Discipleship, Outreach or Education? Give explanation

Is there another ministry that can collaborate or co-sponsor the event? Yes ☐ No ☐

Ministry Name:

Will there be contributions or income generated?

 Estimated total

Estimates cost: (Please use the *planning sheet* to arrive at a total)

For Staff Use only

Date proposal was submitted

Approved for: Day and Time

Not Approved:

Approved with Conditions:

Elder/Pastor Signature:

Include a description of the event and how does this align with Mt. Zion goals.

Use the Ministry Planning Sheet to complete the intended budget for the event.

TIPS FOR PLANNING A SUCCESSFUL EVENT:

ASSEMBLE THE TEAM



Identify all members who will be involved in planning and executing the event.

The **core planning team** should be included in all aspects of the event. If one person is unavailable, someone else should be able to answer questions and make decisions.

Remember to **keep auxiliary ministries updated**. For example, media, hospitality, transportation should be notified during the planning process and kept up to date when changes are made.

Everyone should be aware of the timeline and commit to meeting deadlines.

Consider holding a team kickoff meeting to get all the essential players together.

EXECUTE THE PLAN

"But all things should be done decently and in order." 1 Cor. 14:40

Communicate

Clearly communicate tasks and deadlines.

Remember

Remember to keep everyone updated as the plan progresses, especially if changes are made.

Make

On the day of the event, make sure everyone understands their role.

Consider

Consider creating a cheat sheet, so everyone knows what is supposed to happen, when and where.

Remember: When it comes to event planning, there is no such thing as too much communication!

POST EVENT ACTIVITIES – LESSONS LEARNED



Celebrate the Win!

Be sure to express appreciation to all those who worked hard to make the event a success.

Use this as a time to inspire and energize them for the next event.



Capture Lessons Learned.

Schedule a post-event review to discuss what went well and what could be improved.

Comments about problems should be paired with possible solutions.

POST EVENT ACTIVITIES – LESSONS LEARNED

Use the post-event review notes to help guide the next ministry event.

Consider sharing the notes with the J2 team and the Ministry Elder, so that other ministries can benefit from what was learned.

NEXT STEPS

- Prepare for September 10th meeting with Elders.
 - Start ministry discussions for 2023 desired events, using the planning sheet and ministry request forms.
 - Individuals should connect with ministry leads, as appropriate.
 - Be on the lookout for additional information on September 10th meeting logistics
- Contact the J2 Ministry with any questions regarding the process.
 - The role of J2 is to educate and assist ministries in understanding requirements for planning events (but are not responsible for planning the events).
 - Contact: specialevents@mtzioncary.org



QUESTIONS

The image features a blue gradient background with white circuit-like lines in the corners. The text "Thank You" is centered in a cursive font with a rainbow gradient.

*Thank
You*

The background is a gradient of blue, transitioning from a lighter shade at the top to a darker shade at the bottom. White, stylized circuit-like lines and circles are scattered along the left and right edges, resembling a network or data flow diagram.

BACKUP

MT. ZION MINISTRIES



Use Realm to
find the contact
information for
Elders and
Ministry Leads



REFERENCE