



SDA Church of the Oranges 2018 Budget Submission Form

Name of Ministry:

Name of Ministry Leader:

email:

Phone:

SECTION A - Key Ministry Goals and Activities for the Calendar Year
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Instructions for completing SECTION A

Limit goals to no more than 3 (three) then describe and categorize each supporting activity or event according to where they fit in the 5 Pillars of a Healthy Church. **These 5 categories are Evangelism, Fellowship, Worship, Discipleship and Ministry.** It is highly recommended that ministry dates include an outreach/evangelism plan.

Not all activities or items will fit into each category. Some may fit more than one category.

Choose the category that best fits the activity or event. Submit this completed form either (1) by email

to bb@orangenjsda.org or (2) sign and hand deliver to the Treasurer. **All forms must be submitted by January 23rd.**

GOALS	CATEGORY
GOAL #1	
List and briefly describe activities to reach this goal	
A.	
B.	
C.	
GOAL #2	
List and briefly describe activities to reach this goal	
A.	
B.	
C.	
GOAL #3	
List and briefly describe activities to reach this goal	
A.	
B.	
C.	

Instructions for completing SECTION B

Limit your overall budget request to no more than last year’s approved budget. Itemize separately, all expenses your ministry expects to incur during the coming calendar year. For date, give month projected when the expense will occur. **Transportation:** Use of the church bus is not free (except for Youth Ministries) but is discounted for ministries. Any planned costs must be included in your budget (check costs with Bro. Daniels). **Food:** Costs for food for Special Ministry Day luncheons should be discussed with Head of Hospitality and included in your budget if this was approved last year. Maximum allowed is \$600 for full church luncheon and pro rata for smaller groups, limited to one per year, except Sabbath School is allowed 2 Prayer Breakfast events annually. Each ministry is responsible for all other food events. **Advances:** For special events, funds may be disbursed in advance but must be repaid as soon as the event is over. **Subsidies:** Costs of individual registration (other than training) for conferences or retreats will not be supported. Except for youth ministries, tickets and entry fees for recreational events or banquets, etc., will not be subsidized using church funds. Ministry leaders are encouraged to solicit donations or conduct fundraising efforts to defray such costs.

SECTION B – Details of Projected Expenditures, Costs and Projected Dates

Item	Details	Cost	Date
Advertising/Publicity			
Workshops & Training # people, # days, registration			
Travel e.g. taxi, train, air fare			
Lodging (state # days)			
Guest honoraria/fees			
Production Supplies e.g. posters; backpacks, etc.,			
Production Equipment e.g. stage props, tent rental			
Meals - Ministry Luncheon, prayer breakfast, etc.,			
Ministry Resources e.g. books, other materials			
Office Supplies stationery, postcards, DVDs			
Postage, Printing, Copying			
Furnishings, e.g. fixtures, furniture. etc.,			
Dues, Subscriptions and other recurring items			
Facilities Expenses e.g. location rentals, etc.,			
Awards, Gifts, Incentives, scholarships			

TOTAL AMOUNT REQUESTED: \$_____ Signature of Ministry Leader_____