



*V*ision

United in Spirit and grounded in the Divine  
we are a beacon of light for the world.

*M*ission

We are one Community  
looking within, reaching out,  
practicing the principles of love.

## **New Small Group or Project Proposal**

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Proposed Name of Small Group or Project

Overview of the Small Group or Project (When, where, purpose, etc.)

Small Group or Project Leader(s)

Phone

E- mail Address

What experience, if any, have you had with this type of small group or project?

Proposed Time-line for Organizing, Planning, Implementing

## Budget & Resources

1. What are the financial and other resource/material/capital needs for the small group or project?
2. What potential overall resources do you have to meet your needs?
3. What resources from Unity do you envision enrolling to support the small group or project?

How does this small group or project align with and support the Vision, Mission and Core Values of Unity of Bay City?

**Small Group or Project Leaders Commitments**

- 1. Do you commit to remaining in your leadership role for the duration of the small group or project?  
 Yes                       No
  
- 2. Do you commit to assisting in the enrollment of volunteers that may be needed to support the small group or project?  
 Yes                       No

**Small Group or Project Leader(s) Signature(s)**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Advertising and Promotion**

When submitting a request for promotional support, please keep in mind that there are deadlines in place for all ministry events. In order to allow enough time for review, approval, and promotion of your proposed small group or project, please forward the **Communications Request Form** that follows at least six (6) weeks prior to the 1<sup>st</sup> of the month in which the small group will meet or the project take place. For example, if the group meeting or project will take place in May, please forward the Communications Request Form no later than March 15<sup>th</sup>.

**Please submit completed proposal to:**

Rev. Greg Coles  
Unity of Bay City  
3736 State Street Road  
Bay City, MI 48706

Or via email to: [revgregc@unityofbaycity.com](mailto:revgregc@unityofbaycity.com)

**Thank you for sharing your time, talent, and energy with Unity of Bay City. If you have any feedback, or if we can be of any further assistance, please let us know. You may contact us at 231.938.9587, or [office@unityofbaycity.com](mailto:office@unityofbaycity.com).**



**COMMUNICATIONS REQUEST FORM**  
**FOR MINISTRY EVENTS / CLASSES / ACTIVITIES / GROUP MEETINGS**

**This form is due 4 weeks before promotion period.**  
**Please submit a separate form for each event/activity/topic.**  
**For each form, submit a separate MS Word document to include the Event/Activity description.**

<b>Today's Date</b>	<b>Revised Date</b>
Individual or Group Name:	Your Name:
Your Email:	Your Phone #:
Event, Activity or Class Name:	Event Date:
Instructor / Facilitator Name: Event Contact Phone Number: Event Contact Email Address:	Location:
<input type="checkbox"/> Submitting Facilitator photo (submit as jpeg or tif file) <input type="checkbox"/> Submitting other image (submit as jpeg or tif file)	
<b>MEETING FREQUENCY</b>  <input type="checkbox"/> Meets one time <input type="checkbox"/> Meets monthly on (day) <input type="checkbox"/> Meets weekly on (day) <input type="checkbox"/> Meets weekly on (day)	Start Time: End Time:
<b>Please check ALL communication types requested</b>  <input type="checkbox"/> Monthly Beacon Newsletter <input type="checkbox"/> Weekly e-News <input type="checkbox"/> e-News <input type="checkbox"/> Website <input checked="" type="checkbox"/> Other	