

Helpful Procedures for Programs/Events

Step 1:

Meet with your group/team to form ideas (times, date, speakers, names, etc.). Events should be planned 3 months in advance in order to have enough time for planning with teams. Larger projects may need as much as 6 to 12 month planning. Plan accordingly. Check church online calendar so dates do not overlap.

Step 2

Submit planner to office: Please allow 2 weeks for preliminary approval. You will be contacted with approval, denial and/or modification as soon as possible. Please take in consideration of other events or schedules of the office/ and or the Pastor when waiting on a response.

Step 3

Group/Aux. Leader meet with Pastor (Schedule appointment), when you have a final plan. Be flexible with possible changes. Understanding the vision of the Pastor and this project is must to produce effective ministry.

Step 4

Once approved, submit final schedules, agendas, order of services no later than a week before the event to the office.

For any questions please contact (Lisa Witherspoon) at the church office. Also she can be reached by email at lspoon@messiastemple.org

If you fail to do these steps your program is in jeopardy of being cancelled or postponed.



“Plan Ahead – It was not raining when Noah built the ark”