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The ABCs (and 123s!) of Planning a Ministry Event

(Adapted from *Children's Ministry Magazine* article, www.childrensministry.com)

Choose a Planning Committee Chair. It makes sense to have *one* go-to person for the event. Be sure to choose someone who can delegate tasks and lead a team.

Form a Leadership Team. The planning committee chair should not have to act alone. Give them help. The *Ministry Event Roles and Responsibilities* document provides a list of committees necessary for a successful event.

As you plan your event, involve your leaders and volunteers in the decision-making and brainstorming process. Asking the leaders for feedback, ideas, and suggestions from the start, encourages them to offer their input throughout the planning of the event and makes them more vested in the success of the event. In addition, it builds confidence by equipping and motivating them to take more of a leadership role in future events.

Recruit Volunteers. Recruiting volunteers may not be as hard as you might think. It may sound simple, but if you want volunteers, you have to ask. Asking is the missing step in most volunteer recruitment efforts. Sometimes we'll announce a need, create posters or bulletin boards, and post sign-up sheets, but we don't look potential volunteers in the eye and say, "Will you help?"

You will be disappointed if you settle for event promotions to generate volunteers. Don't be afraid to ask for help. *When recruiting volunteers for programs involving children and youth, be sure to ask parents to assist in your event!*

Remind volunteers what an honor it is to work for God. As volunteers and leaders, we are doing more than just planning an event, we are serving the Lord.

Focus on outreach. Reaching out to the community and helping people grow in their relationship with Jesus is what The "Exciting" SHBC is all about! The benefits of an outreach effort are two-fold. First, our church members are blessed as they reach others for Christ and serve the community. Second, the members of the community are blessed as they encounter Jesus in and through our events and volunteers.

Planning made easy. Planning a ministry event or program can be a major undertaking – but it doesn't have to be. Leroy Eims, author of [Be The Leader You Were Meant To Be](#), recommends a four-step process called **POLE**.

Plan: You must think through your event and make a plan

Organize: Organize your event so that every member of the group knows what his/her job is and who he/she reports to.

Lead: The leaders must lead. Set the example – roll up your sleeves and get into the action.

Evaluate: Periodic evaluations may lead to midcourse corrections. At the end of every event, it is good to sit down and evaluate the whole event to see where things could have been improved. This leads to better planning for the future.

The SHBC Ministry Event Policy and Guidelines were designed with all these things in mind. You'll find a ministry event planning guide, ministry event roles and responsibilities, program and event outline guides, planners, budget forms, and other pertinent forms all at your fingertips. And of course, the church staff is always available to assist you in your event efforts.