

## **Instructions for Creating Your Ministry Budget**

Once you have completed Worksheet #4 for all of your projects or programs, it is time to start thinking about your budget. Remember that your ministry budget is compiled with all other ministries to determine the overall church budget for the year. It is important to realize that you may or may not get everything you ask for – and the budget you do receive must not be exceeded. You should plan now for contingencies; for example, you may be able to get items donated.

### **Task 1:**

Take the Ministry Action Sheets (Worksheet #4) you have created. There is a column for costs of each item you have listed. Fill these in. Be as accurate as you can be; call around for estimates, where applicable; comparison shop. Make sure that costs are reasonable, necessary, and attainable. The responsibility of the deacons and the finance team will be much easier if you are accurate. Be as detailed as possible; this will help the deacons and the finance team make better decisions about available funds.

### **Task 2:**

Complete a summary page (Worksheet #5) of all Ministry Action Sheets (Worksheet #4). To do this, list each project or program on Worksheet #5, as well as the total cost listed on the last line of each Worksheet #4. This will provide a quick look at your total ministry plan for the year.

### **Task 3:**

- 1. Important!! First meet with your supporting Deacon to overview the budget process, share your ministry plan and receive a budget form code.**
2. Complete with Worksheet #5, determine the main focus or purpose of each of the events, activities, services, or material items you have planned according to New Life's four ministry objectives: Equipping, Exalting, Evangelizing and Embracing.
3. Select one of the four budget categories that most closely identifies the focus of each.
4. Select the Budget Planning Form (next page in this packet).
4. Complete the form electronically (on your computer) by providing the needed information using pull down menus, and manually by filling in the blanks according to the code at the head of each column. Just enter the "Quantity" and "Unit Cost" of each budget item and the form will automatically enter the totals for you.
5. E-mail the form to the Deacons by clicking on the "Submit By Email" button at the top right of the form. After review and clarification the Deacons will forward your Budget Planning Form to the Finance Team.