

Instructions for

Planning Your Ministry Calendar

The next page in this packet will be a interactive Calendar Planning Form for your use in planning your ministry calendar of events. While it is important to get some general idea of when you would like to hold specific events, please keep in mind that other ministries will also be vying for calendar dates, and therefore it is helpful to have an alternate date in mind.

Each minister is asked to complete the next page and electronically file the Calendar Planning Form (or complete a hard copy available upon request from the office) and submit it through e-mail by clicking the "Submit by Email" button in the top left corner of the form (or drop off at the church office. Your events will be calendared as they arrive in the office, and the planning calendar will reflect the changes.