

# *EVENT PLANNING*

The objective of this booklet is to help the ministries of PRBC plan out activities prior to committing actual resources to them. We want to be a church that seeks to do ministry with excellence, wisely spending our time, talents and gifts, energy, and financial resources on events and activities that bring us ever closer to fulfilling our mission as a church.

The following information will assist you with your events to come. Please be sure to meet with your ministry/planning team and fill out the forms completely. Required forms and information are also available on our website under the Resources Tab under [Ministry Leader Materials](#).

## *VISION*

Every event should have a vision statement. This statement should tie in with the mission and vision of PRBC. If it does not, the question will be asked whether we as a body of Christ should implement your event.

## *APPROVALS*

It is important to note that all events are subject to approval. **While the pastor may provide approval for holding an event, final approval is required and provided by the office.**

When you submit your forms, your request will be reviewed to determine if further consideration and approval are necessary. Some examples of when further approval might be needed include:

- Any church-wide event
- Any fundraising that will result in money being raised for the church as a whole, any group within the church, or for any organization outside of the church.
- Any event or meeting that incorporates guest speakers or artists.
- Any event that will require extensive use of the Church facilities or equipment.

If it is determined that your event or meeting needs are not approved, you will be promptly contacted and asked for additional information regarding your event or meeting before approval is granted. Some reasons that an event or meeting may **not** be approved include:

- A conflict with another previously scheduled event.
- Inconsistency with PRBC's policies and procedures for appropriate use of the church.
- Inconsistency with the mission and vision statements of the church.
- Failure to coordinate the event with the appropriate staff or ministry team, (i.e. a concert would need to be coordinated with the Media Ministry).

**"And let us consider  
how to encourage one  
another in love and  
good deeds"  
Hebrews 10:24**



# ***EVENT POLICY***

If your ministry's event support forms are not received by the office in accordance with the timeframe noted below, your event WILL be canceled/denied and event funds will be returned to the General Operations account.

## ***DUE DATES***

***(ADJUSTED FOR COVID)***

We understand that the change in operations due to the pandemic has caused a need for us to change how we plan for and execute our events.

Event forms/notifications, *while we are a closed campus*, are due at minimum, two months in advance of the date of your event. This should allow plenty of time for the office to avoid conflicts and allow you to have plenty of time for advertising, registrations, and testing technology.

## ***EVENT SUBMISSION***

To have your event added to the current calendar, visit: <https://gkmd.wufoo.com/forms/myuz59g0u3n6q3/>

## ***WHEN TO USE EVENT FORM***

- Your event requires the use of PRBC campus space.
- Your event requires the use of any audio/visual equipment (including mics) or personnel.
- Your event needs any other ministry(s) of PRBC to provide assistance/support.
- Your event is hosting any special guest(s) or performer(s), as a formal letter of invitation needs to be sent to them.
  - All invitations should originate through our Corresponding Secretary/office.
  - All guests are pre-approved according to the procedure below.

## ***MULTIPLE EVENTS***

We WILL NOT double-book events, regardless of the location(s) being used. All events will be scheduled on a first-come, first-served basis.

This applies to all rentals and ministry events with homegoing services being the only exception.

***All ministries are responsible for the setup, takedown, and clean up for their events.***

**"So, whether you eat or drink,  
whatever you do, do all to the  
glory of God"**

1 Corinthians 10:31



## ***JULY***

Effective October 2019, the office has been deputized, without exception, to deny all requests for any JULY events, small or large, on-campus and off.

DO NOT schedule any events, fellowships, meetings, gatherings, coffee breaks, video conferences, teleconferences, etc. NO special exceptions or approval will be provided for anything pertaining to JULY.

This sabbatical principle has been taught to us and is the basis for the CHURCH's approach to July. July is to be utilized as a period of rest and rejuvenation, facility maintenance, and an opportunity for all to enjoy quality time with our families except for Sunday Worship service.

## ***EVENT CANCELLATIONS***

Should you have to cancel your ministry's event(s), or rehearsal(s), (due to lack of registration, participation, etc.), it is the responsibility of the host ministry to:

- Contact the office immediately to communicate the cancellation to the congregation where necessary and have the event removed from PRBC's calendar, website, and social media outlets.
- Contact all who were directly invited (churches, guest speakers, performers, etc.) to inform of the cancellation **ONLY** if there is less than 10 business days' notice provided.
  - Should you have more than 10 business days to notify of the cancellation, the office (or Correspondence Secretary) will send a written notification on your behalf.

In the event of same-day cancellations (possibly due to weather or other emergency situations):

- During office hours
  - The ministry leader should contact the office immediately.
  - The office will see to connecting with the Trustees and helping to spread the word.
- For weekend events or if it is after office hours
  - The ministry leader should contact the Trustee on duty immediately.



**A PEOPLE OF  
PRAYER, PURPOSE,  
POWER AND PRAISE**





**”Be hospitable to one another without complaint.”**  
**1Peter 4:9**



## ***INVITING GUESTS***

After your event form has been received by the office.

- The office/corresponding secretary will notify the Pastor of guest lists received for the quarter.
- The office/corresponding secretary will email the Ministry Leader with Pastor’s decision.
- Formal Invitation and Guest Services forms will be sent to the guest. A copy of the invitation will be filed with the office and notification given to the inviting ministry.
- The office will follow-up with the guest 2 weeks after the letter has been mailed.
- Upon receipt of reply and/or Guest Services form, notifications and copies of the form will be given to the following: hosting ministry, office/corresponding secretary, nurses, security lead, and applicable hospitality lead. ?

## ***MEETINGS AND REHEARSALS***

**All regular meetings should be held virtually. Please contact the office if you need assistance.**

**<http://bit.ly/PRBCRehearse>**