

MINISTRY EVENT REPORT FORM

(Please turn in report a.s.a.p. to Church Life Commission box in Church office.)

TO: Church Life Commission

EVENT DESCRIPTION: _____

DATE OF EVENT: _____ **TIME:** _____ **LOCATION:** _____

EVENT REPORT

PEOPLE INVOLVED: (example: 5 staff, 23 kids, 4 parents, etc.)

DESCRIBE EVENT: (Short paragraph...example: schedule, what took place, what did you teach, response from participants (accepted Christ, recommitment, growth seen, etc.), how did you see God work?)

EVALUATE: (Short note on what went well; what could be improved; would you do it again; what purpose did the event fulfill i.e. Worship, Fellowship, Discipleship, Ministry, Evangelism.) Did this event fulfill its purpose?

Other concerns, comments, ideas:

BUDGET: (What funds were paid by participants; what budget funds, designated funds, scholarship funds were used.)

Ministry Head: _____ **Telephone #:** _____

FIRST BAPTIST CHURCH OF ASHLAND

FINAL BUDGET REPORT

INCOME:

Budget Lines:

Designated Lines:

Donations:

Fundraisers:

Participant=s Fees:

Total Income \$ _____

EXPENSES:

Transportation:

Lodging:

Conference/Camp Registration Fees:

Food:

Miscellaneous:

Equipment:

Building Supplies:

Other Expenses:

Total Expenses \$ _____

