



Ministry Worksheet

Revised 1/18/2017

1. Ministry initiator:
2. Ministry team members:
3. Brief description of the event/ministry. Please include mission, purpose, target for ministry, and how the need for this ministry has been determined.
4. Date of the proposed event/ministry.
5. How is this event/ministry consistent with the Vision and Mission of Palm Harbor United Methodist Church, the United Methodist Conference, and the social principles of the UMC found in the Book of Discipline?
6. Is this event/ministry unique to Palm Harbor United Methodist Church or are there similar ministries within the Palm Harbor community? If this is a duplication of ministry, please explain the need for duplication.
7. What resources will be needed to fulfill the event/ministry's needs:

Personnel (Staff):

Volunteers:

Finances:

(Is this event a fundraiser? If it is and the pillar approves it, a fundraiser request form must be filled out and presented to the finance committee)

Facilities (Set Up, Break Down, Cleaning):

Technical needs:

(If the event is approved, you must fill out a technical request form found under forms at <http://phumc.net/media-resources/forms>)

Liability Form:

Kitchen:

(If the event is approved, and Kitchen is needed, you must fill out a request form with Chef Susan Grandy)

8. What kind of schedule will this event/ministry have within its first year?

9. What other Palm Harbor United Methodist Church ministries will be impacted by this ministry?

Office Use Only

The following checklist is to be used by staff only.

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|--|-------|----------|-------|------|
| <input type="checkbox"/> Entered into EMS | _____ | Initials | _____ | Date |
| <input type="checkbox"/> Childcare Request Submitted | _____ | Initials | _____ | Date |
| <input type="checkbox"/> AV/Tech Request Submitted | _____ | Initials | _____ | Date |
| <input type="checkbox"/> Kitchen Request Submitted | _____ | Initials | _____ | Date |
| <input type="checkbox"/> PR/Marketing Contacted | _____ | Initials | _____ | Date |
| <input type="checkbox"/> Cleaning Scheduled | _____ | Initials | _____ | Date |
| <input type="checkbox"/> Facilities (set up, clean up) | _____ | Initials | _____ | Date |



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