

Little Rock Baptist Church Church Anniversary Planning Guidelines

1. Formulate an anniversary committee, establish meeting dates, and determine assignments for each committee member. Allow at least six months to a year for planning the program.
2. The date for the Church and Pastor Anniversary is determined and agreed upon at the annual church meeting. Coordinate with the administrative staff if the date must be changed. Approval from the Pastor is needed before the date can be changed.
3. Decide on a theme or a subtheme. Usually the church theme for the year is used for the theme of the anniversary. If using a subtheme, select a scripture for that subtheme.
4. Decide on the color scheme.
5. The preferred dress code for the committee members during the program is suits that match the color scheme.
6. Select at least two or three speakers for the morning and evening services. Get an event form from the administrative staff (usually the church secretary) and return the completed form with the speakers ranked in preference/choice order. The administrative staff will get speaker approval from the Pastor and will contact the speakers for their availability.
7. Select choirs for the evening service and coordinate music/choirs with the director of the music ministry for the morning service. The administrative staff will contact the choirs for their availability.
8. Conformation letters should be sent to the ministers who agree to preach the word and the choirs who agree to render songs at least two months before the program.
9. Decide which churches, ministries, friends and family should receive invitation letters. These letters should be sent out three to four weeks before the program. See administrative staff for sample invitation letters or request administrative staff to prepare letters to be mailed out.
10. Coordinate with the church clerk and assistant church clerk regarding advertising in the Sunday bulletins and announcements; also, for displaying on the bulletin board.
11. Decide on the anniversary program booklet (administrative staff will be available to assist). Suggested information:
 - a. Cover Design
 - b. Letters: from the Pastor to the church, from First Lady to church, and from Church to Pastor
 - c. Order of Service
 - d. Biographies of Pastor and Speakers
 - e. History (update with current year's major events)
 - f. List of Ministries
 - g. Congratulation and/or Thank You Notes
 - h. Other (i.e. photos)

12. Meet with the Pastor, Chairman of Deacon Board, and Financial Secretary regarding the amount to be paid to speakers.
13. Complete an Expenditure Authorization form with estimates of all expense costs. This form must be approved by the Pastor before any funds can be authorized.
14. Submit a Reimbursement form (along with receipts) to the financial secretary for any out-of-pocket expenses that had been pre-approved on the Expenditure Authorization form.
15. Have meetings with the church body to decide on the gifts for the Pastor and the church.
16. Decide whether there will be any special recognition(s).
17. Decide if there will be an anniversary dinner banquet, reception and/or light dinner. Determine menu items.
18. Coordinate with the culinary and hospitality ministries regarding food, refreshments, setup, clean up, decorations, flowers, etc.
19. Decide the Order of Service
 - a. Decide who will do prayers, scriptures, welcome (participates to be approved by the Pastor before asked)
 - b. Select master/mistress of ceremonies or worship/spiritual leader (preferably a former member or minister, deacon, deaconess from another church)
 - c. Select an opening hymn
 - d. Decide when and who will do the presentations. Chairman of Deacon Board usually does the presentation from the church to the Pastor.
20. Day of program, ensure parking space has been reserved for the speakers.
21. Give at least five copies of the anniversary program/bulletin to the Pastor (for distributing to speakers and ministers). Also, ensure a copy(s) of the anniversary program/bulletin is given to administrative staff to go in the historical files.
22. If having a banquet:
 - a. Decide on location
 - b. Contact banquet representative at location selected
 - c. Decide date and time
 - d. Decide menu items
 - e. Decide cost (for adults and youth under 12 years of age)
 - f. Decide speaker and musical group(s)
 - g. Decide master/mistress of ceremony
 - h. Develop banquet program/booklet, flyer, invitation, tickets, registration sheet
 - i. Incorporate color scheme
 - j. Decide who will be greeters/hostesses/hosts
 - k. Decide who will be responsible for distributing and collecting tickets
 - l. Discuss with the Pastor, Chairman of Deacon Board, and Financial Secretary regarding the deposits to be paid.