

Little Rock Baptist Church Church Programs Planning Guidelines

1. Formulate a committee for the program, 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 programs are usually 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 and scripture for the program and the color scheme.
4. If speakers are needed, select at least two or three speakers for each service. 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.
5. If choirs are needed, select choirs for the services and coordinate music/choirs with the director of the music ministry. The choir secretary or administrative staff will contact the choirs for their availability.
6. 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.
7. 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.
8. Coordinate with the church clerk and assistant church clerk regarding advertising in the Sunday bulletins and announcements; also, for displaying on the bulletin board.
9. 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)
10. Complete an Expenditure Authorization form with estimates of all anticipated expense costs. This form must be approved by the Pastor before any funds can be authorized.
11. 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.
12. Coordinate with the culinary and hospitality ministries regarding food, refreshments, setup, clean up, decorations, flowers, etc.
13. Day of program, ensure parking space has been reserved for the speakers.