



Wheat Street Baptist Church

359 Auburn Avenue, NE

Atlanta, GA 30312

Ministry Name _____

Ministry Leader _____

Phone Number _____

Email Address _____

Commit to the Lord whatever you do, and he will establish your plans. Proverbs 16:3 NIV

It is that time again... to PLAN!

Someone said, "If you fail to plan, you plan to fail." This is our time to do as Christ instructed, "Sit down first and count the cost" (Luke 14:28-31), remembering the 5 Ps: Proper Planning Prevents Poor Performance. As we annually take this time to reflect and assess, let us be mindful of the huge opportunity and responsibility that is before us. This packet has been prepared with various forms and information that will assist you in effectively planning for ministry in the coming year. All members of your ministry should be included in this effort. Remember that careful consideration must be given to how the proposed ministry goals, activities and events relate to the church and ministry mission. **Just because events and activities have occurred in the past does not guarantee approval for 2026 Calendar and Budget.** Ministries are encouraged to partner together and discover ways to build their ministry and eliminate duplication of resources.

Please be sure your event/activity follows these guidelines:

- All events/activities require approval in advance
- All events/activities must be breakeven and self-sustaining
- All events/activities require constant communication with church leadership on updates

Please complete this packet in its entirety. Be as specific as possible, remember that further information may be required during the approval process. Electronic forms are available on our church website: www.wearewheatstreet.org. This planning packet, signed by the Ministry Leader and dated, is due to the Church Office by **November 30, 2025**. Please drop in church office mailbox or email to **wsoffice18@gmail.com**. Please keep a copy of your submitted Ministry Planning Packet for your ministry records.



2026 Proposed Event/Activity Planning and Budget Form

DUE: NOVEMBER 30, 2025

Please provide a detailed listing of expenses and anticipated Income related to the event/activity.

- ***Anticipated Income may include:*** Offering, Ticket Sales, Donations/Sponsorship, Grants, etc.
- ***Anticipated Expenses may include:*** Speaker, materials, food, decorations, entertainment, travel, printing, Gifts/Awards, photography, etc.

Be creative and do your homework. Submission of online quotes and opportunities to find the best deal are helpful during this process.

Items that Will Get a Close Look

- Duplication with Other Budget Line Items
- Items that need more thought or more explanation
- Items with too little detail

Event/Activity Name _____

Event/Activity Date _____

1. **Event/Activity Description: (Share details about this event. What will be occurring?)**
2. **Event/Activity Target Group (Who are we trying to reach?)**
3. **Does this Event/Activity involve partnerships internally or externally? If so, with whom?**
4. **How does this Event/Activity connect to the church and ministry mission, Annual Strategy?**

5. Event/Activity Expected Outcome:

6. Please share any Event History and Track Record from past experiences. Include any other names or acronyms.

PROPOSED BUDGET

Anticipated Expenses

Anticipated Expenses		
Expense Description	Projected Date Requested	Amount Requested
	TOTAL Anticipated Expenses	

Anticipated Income

Anticipated Income		
Income Description	Projected Date of Receipt	Projected Amount
	TOTAL Anticipated Income	

Event/Activity Net Difference (Income minus Expenses) \$

COUNTING THE COSTS GUIDE

Before submitting the packet, please take time to ask yourself the following:

- Examine the giving of the ministry. Is the amount being requested in proportion to available resources? Can we honestly say we are being good stewards with our request?
1 Corinthians 4:2 ESV Moreover, it is required of stewards that they be found trustworthy.

After prayerfully considering the needs of the ministry in which I serve at Wheat Street Baptist Church, I submit the following requests. I understand that my Expenses **must not** exceed income. All Events and Activities must be *self-sustaining*.

Signature of Ministry Leader

Date Signed

THIS SECTION IS COMPLETED BY CHURCH OFFICE

Received Date for Church Office: _____

Budget Copy forwarded to Finance Committee: _____