

TO: Ministry Leaders
 FROM: Neil Edmondson
 RE: 2018 Ministry Plans and Budgeting
 DATE: August 31st, 2017

Use this and the attached spreadsheet to prepare for your ministry in 2018.

MINISTRY PLANS ALONG WITH PROPOSED BUDGETS ARE DUE BACK TO THE BUSINESS OFFICE BY TUESDAY OCTOBER 17. The Core Leadership Team will use their weekly meeting on October 24 to share and review submissions.

Make a copy of your submission for yourself before you turn it in. I'll compile the information you send us and forward it to the Finance Team and Council for budget review and approval.

The Finance Team or your Council Liaison may contact you with questions about the submission.

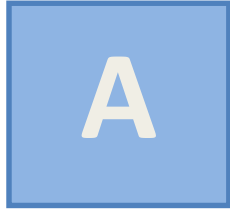
Timeline:

<u>Activity</u>	<u>When</u>	<u>Owner</u>
1. Budget Planning Packets Distributed (this document)	8/31/17	Neil Edmondson
2. Return Completed Packet to Business Office	10/17/17	ALL
3. CLT Review of Expense Budget	10/24/17	Core Leadership
4. Pledge Drive Starts	4 weeks before Commitment Sunday	Core Leadership
5. Commitment Sunday	10/22/17	Core Leadership
6. Expense Budget Review by Finance Team	11/15/17	Donna Ogle
7. Expense Budget Review by Church Council	12/13/17	Adam Klomhaus
8. Expense Budget revisions	11/15/17 - 12/31/17	Neil Edmondson
9. Income Budget Review by Finance Team	TBD Suggest 1/7/18	Donna Ogle
10. Expense & Income Budget Review & Approval by Church Council	1/10/18	Adam Klomhaus
11. Congregation Budget Information Meeting	1/21/18	Donna Ogle
12. Congregational Annual Meeting to include budget approval	1/28/18	ALL

If you have any immediate questions, please contact me (neil@rejoiceinthemission.org, 630.262.0596 or 630.345.0950). Thanks!

Neil

Budget Proposal for Existing Ministry in FY2018



Complete Form A

BUDGET PROPOSAL WORKSHEET FOR EXISTING MINISTRY FY2018. We will use this to create our operating and building budget. Identify what it will take to MAINTAIN CURRENT MINISTRIES. Include projected increases in cost or numbers.

At the bottom of the form there's a worksheet for you to use in listing the details of the "A" budget. Make as many copies of the blank forms as you need to include all the information.

Add pages and supporting information if needed.

Return the completed budget proposal to the Rejoice business office – **see cover letter for deadlines.**

Ministry Name: Provide the top-level ministry name. For example, Facility, Discipleship, Welcome/Outreach, Student Ministry, Children's Ministry, Stewardship, Pastoral Care.

Account No. / Program Name: Include the existing account number (see attached list) and describe the area of ministry.

Impact? Describe how the ministry will impact the Rejoice Renewal initiatives in the areas of a) stewardship, b) relationships, and c) spiritual growth.

Fund raising. Are you planning any additional fundraising activity to support this ministry in the coming year? If so, please describe and give an estimate of the funds that you anticipate can be raised.

Activity, Costs and When? Use the table to briefly describe the activity and what costs will be incurred and when are they anticipated. Continue on separate sheets as needed.

TOTAL each activity by month.

REJOICE LUTHERAN CHURCH



FORM – A. BUDGET PROPOSAL WORKSHEET FOR EXISTING MINISTRY FY2018 (INCLUDE EXPANSION)

Ministry Name:

Ministry Lead:

Account No. / Program Name:

Program Lead:

Prepared by:

Date:

What are the objectives of this ministry?

Are you planning any special fundraising activity?

.....

.....

.....

.....

.....

..... Fundraising Goal: \$.....

How does this program / project / item support Rejoice’s goal to strengthen and expand our community in these areas?

Stewardship: / continue on separate sheet

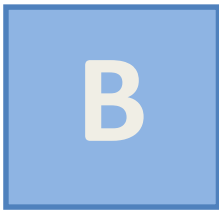
Relationships: / continue on separate sheet

Spiritual Growth: / continue on separate sheet

Please use this worksheet to list the costs that this ministry will incur:

Program Activity and Material Needs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
TOTAL													

Budget Proposal for a New Ministry in FY2018



Complete Form B.

New Ministry Proposal(s) – use this for **NEW MINISTRIES that don't naturally fit into existing ministries**. Describe the programs / projects / items.

For example, a major new piece of equipment, a new service, new or additional staff hours, or a new Bible Study initiative that will need funding should be described using this form. Use the worksheet labeled "B". Copy as many blank forms as you need.

The New Ministry Proposal form is intended to help you put in writing your plans, needs and hopes for a new program or project. It is not intended to be a comprehensive planning document. Complete whatever is applicable on the attached form.

Add pages and supporting information if needed, but try to keep answers brief.

Describe the program, project or item you are proposing:

What do you want to do? Is the proposal for a new ministry program, a one-time project, or purchase of equipment and/or other resources? What do you hope to accomplish?

Who will benefit from this program / project / item and how?

Who are the participants, or to whom is this proposal directed? How will they benefit? How many people will be directly or indirectly impacted?

How does this program / project / item support the growth and expansion of the Rejoice community?

What area of our mission does this proposal directly support and how? What area(s) are indirectly or secondarily supported and how?

What resources will you need to accomplish this program / project / item?

What do you need to purchase, what training is needed, what kind of volunteer support is needed? Are other ministry areas affected by your proposal?

Use the table to budget the costs:

Initial Start-up costs (approx):

One-time costs to get going and in what month the expense will be incurred.

Operating costs (approx):

Ongoing costs and in what month the expense will be incurred.

Year 2 costs

Provide an approximation for second year operating costs.

Fund raising

Are you planning any fundraising activity to support this ministry in the coming year? If so, please describe and give an estimate of the funds that you anticipate can be raised.

What is your priority assessment for this ministry? High, Medium or Low.

If this is the most important new ministry item in your estimation, your priority assessment should be "HIGH."

Pastor Review/Comment:

Please have Pastor Lou initial your proposal and add any comments he may have.

BUDGET PROPOSAL WORKSHEET FOR NEW MINISTRY



Ministry Name: Ministry Lead:

Prepared by: Date:

Describe the program, project or item you are proposing:

.....

Who will benefit from this program / project / item and how?

.....

How does this program / project / item support Rejoice's renewal initiatives?

Stewardship:

Relationships:

Spiritual Growth:

What resources will you need to accomplish this program / project / item?

.....

Please budget the costs that this ministry will incur in its startup year:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Startup expenses													
Operating Costs													
TOTAL													

Estimate of Year 2 total costs: \$

Are you planning any special fundraising activity?

.....

..... Estimate \$

What is your priority assessment for the ministry?

.....

Pastor Review / Comments:

.....

THANK YOU in advance for getting this done!
 Your careful planning and attention to detail
 make it possible for our leaders to make
 informed, faithful decisions!

For reference, here are the account numbers and
 budgeted amounts for 2017.

OPERATING & BUILDING BUDGET 2017

ADMINISTRATION

60005 Communication/Publicity	1482
60007 Office Equipment	900
60009 Office Equipment Lease	7440
60011 Bank Fees/Finance Charges	120
60017 Office Supplies	2600
60019 Postage	1800
60030 Software License and Support	1579
60052 Service & Membership Fees	2005
60053 Credit Cards Fees	850
TOTAL ADMINISTRATION	18776

UTILITIES

60101 Garbage	1800
60103 Gas	2900
60105 Electric	6100
60109 Telephone / Internet Access	2844
60112 Water	3300
TOTAL UTILITIES	16944

FACILITY

60201 General Maintenance & Parts	3253
60210 Insurance Liability & Peril	4421
60215 Lawn Care/ Snow Removal	4534
60226 Environ Concerns Loan Payment	2700
TOTAL FACILITY	14908

BENEVOLENCE

61001 Local Benevolence	1600
61010 Synodical Benevolence	1800
TOTAL BENEVOLENCE	3400

LEADERSHIP DEVELOPMENT

61101 Leadership Development	2551
TOTAL LEADERSHIP DEV	2551

DISCIPLESHIP

61201 Adult Educational Materials & Resources	385
61222 Connections Second Sunday Social	1200
TOTAL DISCIPLESHIP	1585

OUTREACH/ WELCOME/FAMILY

61305 Hospitality	2910
61350 Signage	2360
TOTAL OUTREACH/ WELCOME	5270

STUDENT MINISTRY

61410 Summit Program Expense	1220
61417 Summit Hospitality	4100
61421 Matrix Program Expense	800
61423 Matrix Hospitality	3250
TOTAL STUDENT MINISTRY	9370

CHILDREN'S MINISTRY

61431 Club Wow	1080
61432 Power Up	700
61435 Children Equipment Purchase	1500
61437 Children Continuing Education	1000
61440 Children Events	975
61444 Children VBS	750
61450 Children Volunteer Appreciation	550
TOTAL CHILDREN'S MINISTRY	6555

WORSHIP

61505 Copyrights	995
61511 Worship Equipment Repair	800
61525 Creative & Liturgical Arts	1600
61527 Music Licenses	380
61550 Worship Supplies	1585
61556 Worship Media	1850
TOTAL WORSHIP	7210