

SAINT JOHN BAPTIST CHURCH

1397 Penniman Road • Williamsburg, Virginia 23185 • (757) 229-0759 • williamsburgsjbc.org

FORM SJBC-EP-01

Rev. 8/2026

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EVENT PROPOSAL

Completed by the ministry proposing the event.

HOW TO SUBMIT

Complete the entire form and email it to the Program Coordinator and pastor@williamsburgsjbc.org at least three (3) months before the proposed date. You will receive a status update within thirty (30) days. If the event is not yet on the official church calendar, you will receive a status update within ten (10) days after the next regularly scheduled church meeting. Type directly into this PDF and sign it electronically — no printing required.

SECTION 1 • MINISTRY & CONTACT

NAME OF MINISTRY / BOARD

DATE OF REQUEST

CONTACT PERSON

OFFICE / TITLE IN MINISTRY

CONTACT PHONE

CONTACT EMAIL

SECTION 2 • EVENT INFORMATION

NAME OF EVENT

LOCATION / ROOM REQUESTED

DATE(S) REQUESTED

START TIME

END TIME

SETUP TIME NEEDED

TYPE OF EVENT

- ☐ Conference ☐ Special Worship Service ☐ Class / Workshop ☐ Retreat
☐ Fellowship / Social ☐ Meeting

OTHER TYPE OF EVENT (SPECIFY)

AUDIENCE (SELECT ONE)

- ☐ Open Event — church and community invited ☐ Closed Event — ministry members only
☐ Church-wide Event — entire church and community

STRATEGIC PLAN GOALS SUPPORTED (SELECT ALL THAT APPLY)

- ☐ Worship ☐ Learning ☐ Evangelism ☐ Teaching ☐ Youth
☐ Community Engagement

OTHER GOAL SUPPORTED (SPECIFY)

ADMISSION REQUIREMENTS

- ☐ Registration ☐ Sign-up ☐ None ☐ Ticket / Donation

SECTION 3 • PURPOSE & DESCRIPTION

HOW DOES THIS EVENT PROMOTE THE VISION AND MISSION OF SJBC?

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EVENT PROPOSAL

Description, goals, ministry support, and budget.

BRIEF DESCRIPTION OF THE EVENT, INCLUDING THE SCHEDULE OF ACTIVITIES

GOALS — WHAT DO YOU PLAN TO ACCOMPLISH?

SECTION 4 • MINISTRY SUPPORT & INVOLVEMENT

Check the ministries needed to facilitate this event. When the event is approved, contact each ministry directly.

- ☐ Choir / Music
- ☐ Ushers
- ☐ Kitchen Staff
- ☐ Kitchen Hostesses
- ☐ Technology / A-V
- ☐ Trustees / Facilities
- ☐ Transportation
- ☐ Youth Ministry
- ☐ Safety Team

OTHER MINISTRY SUPPORT NEEDED

SECTION 5 • PROPOSED SPECIAL GUESTS

Speakers, musical guests, and performing artists must be approved before invitation or announcement.

SECTION 6 • MARKETING, ADMINISTRATION & AUDIO-VISUAL

MARKETING PROPOSED

- ☐ Flyers
- ☐ Letter
- ☐ Press Release
- ☐ Announcement
- ☐ Social Media
- ☐ Church Website
- ☐ Email / Text Blast

SUPPORT NEEDED FROM THE CHURCH OFFICE

- ☐ Office Supplies
- ☐ Copies
- ☐ Postage
- ☐ No office support needed
- ☐ Other office support

AUDIO-VISUAL SUPPORT

- ☐ None
- ☐ Sound Reinforcement
- ☐ Sound Recording
- ☐ Live Stream
- ☐ Projection / Slides

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EVENT PROPOSAL

Proposed budget, authorization, and routing.

SECTION 7 • PROPOSED BUDGET

Enter the monies needed to sponsor this event. A Budget Request form (SJBC-BR-P) must accompany any request for church funds.

Speaker / Musician Fees \$

Food & Refreshments \$

Flowers & Decorations \$

Printing & Marketing \$

Supplies & Materials \$

Other (explain below) \$

EXPLAIN "OTHER"

TOTAL REQUESTED (\$)

☐ This event will generate revenue

☐ Budget Request form SJBC-BR-P is attached

SECTION 8 • AUTHORIZATION & STATUS

Signature of Program Coordinator

Date

Signature of Pastor

Date

EVENT PROPOSAL STATUS

☐ Approved

☐ Advisement required

☐ Revisions required

☐ Not approved

DATE OF DETERMINATION

APPROVED FOR CALENDAR YEAR

ENTERED ON CHURCH CALENDAR (DATE)

COMMENTS, ADVISEMENT, OR REVISIONS REQUIRED

SECTION 9 • ROUTING & CHURCH CONTACTS

1. Sponsoring
Ministry

2. Program
Coordinator

3. Pastor
Review

4. Church
Calendar

5. Budget Request
if funds needed

Event proposals

pastor@williamsburgsjbc.org

Church Office

(757) 229-0759

Budget requests

finance@williamsburgsjbc.org

Church record and calendar

clerk@williamsburgsjbc.org

Technology and A-V support

technology@williamsburgsjbc.org

Website

williamsburgsjbc.org

RECORD OF THE CHURCH

The approved proposal is filed with the Church Clerk and the event is entered on the official church calendar. This form is an operating procedure adopted under the Church Constitution; it neither amends the Constitution nor creates authority beyond it.