

MINISTRY EVENT REQUEST FORM

NEW SONG

— CHURCH —

4600 Guide Meridian
Bellingham WA 98226
360.389.3161

We're so thankful you want to host an event at our church.
To support you the best we can, we're going to need a couple of things from you
as detailed below:

Every event must have an identified Leader - we recognize clarity of leadership is important.

Name of Event Leader: _____ Phone: _____

Email: _____

Commitment to start event on time, and end it on time - we respect people's time and recognize the importance of good time management.

Type of Event: _____ Event Name: _____

Date(s) of Event: _____ Sun Mon Tue Wed Thu Fri Sat

M/D/Y

From: _____ AM or PM

(Event Start Time)

To: _____ AM or PM

(Event End Time)

From: _____ AM or PM

(Event Set Up Time)

To: _____ AM or PM

(Event Break Down/Out Time)

1. I am a member of New Song Church: Yes No

2. We understand the importance of ministerial integrity and will stay within the boundaries of our Church's Mission, Vision and Values. Does your event help us do this?

A. How does your event support our Mission?

Mission: Leading broken people to become spiritually powerful transformed servants of the Lord Jesus Christ.

B. How does your event support our Vision?

Vision: To create an authentic Christian community reaching out to non-churched people with love acceptance and forgiveness, that they may know the joy of salvation and purposeful life of discipleship.

C. How will this event cultivate community?

Values: (1) To be a worshipping church, devoted to prayer. (2) Reaching out to non-churched people. (3) Building the church one small group at a time.

3. Will this event be an *Outside Ministry* event (you and/or materials are endorsed from someone else's ministry)?

Will this event be an *Inside Ministry* event (materials are your own and/or NSC requested this ministry)?

If you answered *Outside Ministry*, please continue below to complete the *Outside Ministry* questions.

If you answered *Inside Ministry*, please continue below to complete *Inside Ministry* questions.

OUTSIDE MINISTRY EVENT

INSIDE MINISTRY EVENT

<p>What Outside Ministry are you presenting?</p> <p>What will your subject be? <i>(We may ask to see materials)</i></p> <p>Who will be teaching it and how (video, speaker)?</p> <p>What is your desired outcome?</p> <p><input type="checkbox"/> You are solely responsible for promoting this event.</p> <p><input type="checkbox"/> No fliers will be handed out at the church.</p> <p><input type="checkbox"/> You are responsible for recruiting all volunteers/helpers for this event.</p> <p><input type="checkbox"/> You are responsible for all costs of this event.</p> <p><input type="checkbox"/> Other than material fees, no other fees will be collected.</p> <p><input type="checkbox"/> You are responsible for all set up and clean up before and after your event.</p> <p><input type="checkbox"/> You will have the use of the worship center and/or classrooms if needed.</p> <p><input type="checkbox"/> Event leader will have a full-time NSC staff member assigned as their point of contact for this event should they have any questions.</p> <p>Your point of contact staff member will be*:</p> <p><i>(*determined after event has been approved)</i></p>	<p>What Ministry are you presenting? (your own, or...)</p> <p>What will your subject be? <i>(We may ask to see materials)</i></p> <p>Who will be teaching it and how (video, speaker)?</p> <p>What is your desired outcome?</p> <p><input type="checkbox"/> We will promote your event with Sunday announcements.</p> <p><input type="checkbox"/> No fliers will be handed out at church.</p> <p><input type="checkbox"/> You will work closely with NSC staff to help identify volunteers/helpers for this event.</p> <p><input type="checkbox"/> NSC is responsible for costs for this event.</p> <p><input type="checkbox"/> Other than material fees, no other fees will be collected.</p> <p><input type="checkbox"/> You will work closely with NSC staff for set up and clean up before and after your event.</p> <p><input type="checkbox"/> You will have the use of the worship center and/or classrooms if needed.</p> <p><input type="checkbox"/> The event leader is required to have a Full-Time NSC staff member working closely with them during the planning/execution of the event.</p> <p>Your point of contact staff member will be*:</p> <p><i>(*determined after event has been approved)</i></p>
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Signature: _____ Date: _____
 Leader Responsible for Event

Signature: _____ Date: _____
 New Song Church Admin.

<p>Office Use Only:</p> <p><input type="checkbox"/> Event has been approved</p> <p><input type="checkbox"/> Event has been denied</p> <p><input type="checkbox"/> Leader has been notified</p>
