

MINISTRY ACTION PLAN
"It's more than just a room; it's about loving your neighbor."

***** Approvals*****
Ministry Area: _____
Office: _____

Use this M.A.P. as your roadmap for your proposed ministry opportunity.

Step 1–Complete page 1, a Facility Request Form and turn them into the church office. Do not proceed with Step 2 until the preliminary M.A.P. and Facility Request have been approved.

Date: _____

Ministry Area (e.g., Nurture): _____

Program/Project/Ministry (e.g., Presbyterian Women Luncheon): _____

Type of activity: Class Event Other _____

Date of event: _____

Times of event: _____

Location (room #) 1st Choice _____ Alt. Choice _____

Annual event? Yes No

Chair/Lead _____

Others working on this event (please list) _____

Goal of this activity or event or class: _____

Number of people expected at this event _____

Submit **Facility Request Form** to reserve rooms–pick up from church office or download from www.svpc.us/pdfs/calendar/forms/facility_request_form.pdf.

For a complete list of church staff and contact information, visit www.svpc.us/who/churchstaff.

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MINISTRY ACTION PLAN

“It’s more than just a room; it’s about loving your neighbor.”

Page 2

Step 2

Priority checklist

Check with Church Office or Church Administrator about other activities on campus that might impact this activity.

Arrange child care by contacting **Child Care Coordinator** *before* publicizing class/event—see page 4.

Submit **Facility Setup Request** to Head Custodian—**pick up from church office or download from www.svpc.us/pdfs/calendar/forms/facilities_setup_req.pdf**.

Request **AV Equipment** via **Facility Setup Request**. See page 5 for a list of resources.

If other equipment (podium, chart pads, easels, markers) is needed, add to **Facility Setup Request**.

Arrange **Staff, Office or Custodial** support with **Church Administrator**.

Request **sound setup and support** with **Church Administrator**. See page 5 for list of resources.

Contact the Outreach & Evangelism Ministry Area to place flyers & brochures at the Sunday Welcome Booth, or to have the Welcome Booth at your event to greet guests.

Publicity checklist

Allow time for content review by Director of Communications & Connections.

Generally all items printed in the weekly bulletin are displayed on the outdoor monitors.

See page 4 for suggestions on Publications assistance.

Newsletter - Send article to newsletter@svpc.us, 120 words or less

(Note submission **deadlines¹ here:** _____ and _____)

Bulletin - Send announcement to bulletin@svpc.us, 75 words or less

(Note submission **deadlines² here:** _____ and _____)

Website - Send content to website@svpc.us (including links, images, contact name & info)

Newspaper: Author _____

(Note submission deadlines here: for local newspaper _____ for SJMN _____)

Flyers: Creator _____ Printed by _____

(Leave completed flyers in Church Office/Room 215 to be posted in Information Kiosks.)

Signage: Creator _____ Printed by _____

Internet: Contact Outreach & Evangelism Ministry Area for assistance in utilizing Facebook and/or Google AdWords to publicize your event.

Resources requested

Estimated cost _____ Source of funding _____

\$ from budget _____ Ministry Area _____ Account # _____

¹ Newsletter article submission deadline is 2nd Monday of each month for following month’s publication (except January).

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MINISTRY ACTION PLAN

“It’s more than just a room; it’s about loving your neighbor.”

Page 3

Church signage

Use the Directional Signs on campus to direct attendees to event location. *Do not attach signs to any surfaces using masking tape or pins.* The Directional Signs are located in Storage Closet 3-1 in Building 300.

Other

Will food be served? Yes / No If Yes, then *see pg 4* for rules for using church kitchens.

Food service, setup and cleanup to be organized by _____

Separate Facilities request and setup required for large event food service.

TASKS TO BE COMPLETED

PERSON RESPONSIBLE

DATE DUE

(List tasks in chronological order to help future leaders understand planning process. Attach separate sheets for additional tasks.)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Child Care Coordination

² Bulletin submission deadline is Monday @ 10 a.m. for inclusion in next Sunday’s bulletin announcements.

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MINISTRY ACTION PLAN

“It’s more than just a room; it’s about loving your neighbor.”

Page 4

Before advertising your event, contact the Childcare Coordinator at childcare@svpc.us to request childcare coverage (your event must be a church wide event to qualify for childcare). Know dates & times of your event (be sure to note when an event or class is recurring).

When publicizing the event (bulletin announcements, newsletter, website, flyers), advertise childcare in this way:

Childcare is available by reservation for children ages six months to six years. Please contact our childcare coordinator, <name>, at <tel number> or childcare@svpc.us no later than <date one week prior to event>.

Kitchen Rules

- ✓ Reserve kitchen as you would any other room.
- ✓ Food stored before your event must be marked clearly as to its purpose (contact person, date, purpose).
- ✓ Wash all dishes & clean kitchen when event is finished.
- ✓ Kitchen items used must be returned to their original location.
- ✓ Check to see that all stoves, ovens, etc., have been turned off.
- ✓ Used towels & tablecloths must be washed and returned the following day.
- ✓ Do not leave any food in the refrigerator after your event.

Resources

Maintenance Staff – are available for assistance to open rooms on the church campus during these hours.

Gama Ramirez: Monday–Friday, 7:30 a.m.–4 p.m.

Pedro Cadenas: Sunday–Thursday, 7:30 a.m.–4 p.m.

Luan Nguyen: Tuesday–Friday, 7:30–11:30 a.m., Saturday, 7:30–4 p.m.

José Rodriguez: Monday–Friday, 1:30–10 p.m.

Key Checkout

If access to a room or building is needed outside the hours listed above, a key may be checked out. See the Church Administrator in the Church Office during normal business hours (Monday–Friday, 9 a.m.–5 p.m.)

Publications

Jennifer Merriam is a professional graphic designer. Contact her directly with your ideas to receive an estimate of the cost of her services (part of your event budget).

www.anandena.com

jem@anandena.com

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MINISTRY ACTION PLAN

“It’s more than just a room; it’s about loving your neighbor.”

Page 5

Technical Equipment & Support

The items listed below do not guarantee availability or use. **Starred items* require a trained, authorized person (approved by Church Administrator) for set-up or operation or both.**

Sanctuary (Bldg 100)

- PowerPoint projection* options
 - o Connect personal computer to church projector (on chancel)*; use remote (church’s? personal?)
 - o Upload PP file to church computer in tech booth*; use remote (church’s? personal?)
- Video recording*
- Sound options
 - o 4 – 6 microphones*
 - o Auto-sound system*
 - o Sound recording*
- Lights
 - o Narthex
 - o Lighting computer*

Fireside Room (Room 203)

- PowerPoint projection – the church has a portable projector that can be connected to an individual’s computer (no remote)

Fellowship Hall (Bldg 300)

- PowerPoint projection options
 - o Connect personal computer to overhead projector (on stage)*; use personal remote
 - o Upload PP file to church computer in tech booth* (use remote?)
- Sound options
 - o 2 – 6 microphones*
 - o Auto-sound system*

Soulé Hall (Room 501)

- PowerPoint projection - connect personal computer to overhead projector*; use church’s remote

Internet – wireless capability is available across much of the campus (not the sanctuary); there is no password

Computer interface/compatibility

- The church’s projection computers currently run Office 2003. The church has downloaded drivers that allow for PowerPoint files created using Office 2007 or 2010 to run, but there may still be incompatibilities the church cannot foresee or solve.
- The church is set up primarily for PC’s. Individuals using Macs must provide their own adaptor cables.
- The church does not provide speakers in other room locations for hook-up to computers.

Where trained operators are required for set-up, sound operation, projection, and video recording, please contact the Church Administrator to determine availability. At larger events, a Tech Lead may be necessary to manage, organize, set up and run the equipment. The Tech Lead position may sometimes be staffed by a volunteer, and sometimes is a paid position. The event sponsor is responsible for securing funds when this is a paid position.

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MINISTRY ACTION PLAN

“It’s more than just a room; it’s about loving your neighbor.”

Page 6

NOTES

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Step 3

Evaluation

Include or attach any important information for future program/project planning. This may include future budget needs, important notes, difficult to acquire resources. Answers to the following questions are also helpful.

Ministry Area Concerned _____ Date/s and time/s of activity _____

Program/Project/Ministry _____

Type of activity (class, event, etc.) _____

1. What worked well?

2. What didn't work well?

3. Was communication adequate?

4. List suggestions for the next time this event is planned.

5. Other notes?

Please return the completed M.A.P. Evaluation to the church office within two weeks of program completion.