

Instructions for using the MAP

The purpose of the SVPC Ministry Action Plan (MAP) is two-fold:

- 1) It is a tool for project/event coordinators to use in planning, gaining approval and getting support from their Ministry Area(s), and
- 2) To communicate details about your event to church staff, so they may identify any potential conflicts and allocate church resources.

How to know when a MAP is required? In general, a MAP is required if it is a large, church-wide event or if the community is invited. One way to think about it—if it is something you would publicize through the bulletins and/or newsletter, most likely it will require a MAP.

Keep in mind the earlier you start planning and making arrangements for your event, the greater the success. Event requests are not necessarily granted on a first-come basis. There is a discernment process to determine which event takes priority if there are overlapping/conflicting events.

Here are the steps you need to take:

- 1) Make a quick phone call to the Front Desk to see if space is available on the date you wish to hold your event.
- 2) Fill out and submit the online MAP form (click “Online Documents & Forms” link at the bottom of the website)
- 3) Get approvals:
 - a. Ministry Area—Bring your completed MAP to the next Ministry Area team meeting. This is the opportunity for your team to approve and discuss who will do what for your event.
 - b. Program Staff—Once the Ministry Area approves your event, it must be reviewed by Program Staff.
 - c. You will get confirmation from the Front Desk when your event is approved. Included in your confirmation email will be a copy of the room reservation and a handy checklist of things to think about when planning for your event.
- 4) Fill out and submit a **Facilities Setup Request Form** (on the “Online Documents & Forms” page) for each room requested. It is best to download the form, fill it out with a drawing of how you want your room set up, then scan and email it (frontdesk@svpc.us) or bring it to the Front Desk. There are separate forms for:
 - a. One-time event
 - b. Ongoing event
- 5) Coordinate your technology, child care and marketing needs directly with those staff people. Even though you have indicated your needs on the MAP, each and every event has separate and nuanced requirements, so you need to make arrangements for your event with each of these staff people:
 - a. Director of Technology: director_technology@svpc.us
 - b. Child Care Coordinator: childcare@svpc.us.
 - c. Marketing Manager: marketing_mgr@svpc.us

Thank you,
SVPC Church Staff