



MT. ZION CHURCH OF ONTARIO

Standard Operating Procedure

SOP #2

Original Issue Date: October 22, 2019

Revision Date(s):

Effective Date: December 12, 2019

Title: Event Planning and Management

Policy: It is our desire to give God our very best every single time; therefore, all church events must be properly planned and organized with a minimum of a **ninety day** window.

Purpose: To prevent any complications from occurring during the procession of planned events.

Department: All

Person(s) Responsible: Event chair and/or co-chair, committee members, Administrative staff, Ministry Services Office Coordinator, Church Administrator, Trustees, Executive Pastor or his designee, and Pastor when necessary.

Prepared By: Brian Wallace, Jamiel George, Sharon Bailey

The following is the standard operating procedure for all events at Mt Zion.

1. **All events must have a submitted Event Form through the Mt Zion event management system.**
 - a. Mt Zion Event Forms can be found on the church website at mtzionontario.com under the "more" tab & "forms" link (*this link is connected to the Airtable software used by Mt. Zion for event planning*).
 - b. Event request should be filled out by a ministry leader, or through staff personnel on behalf of the ministry leader.
 - c. Within 3 business days you will receive confirmation of receipt of your Event Request Form.
 - d. Event is not approved until officially notified by the church office via email.
2. **Ministry Services (M.S.) will review all submitted forms for date availability & completed information.**
 - a. If there is a scheduling conflict, the ministry leader will be contacted via phone & email, and will be asked for another event date.
 - b. If information is missing from the form, the ministry leader will be contacted for missing information (purpose, budget, cleanup crew, etc.).
 - c. Upon satisfactory review of event form by M.S. your event will be given to the Executive Pastor for approval.
 - d. Please submit name(s) of speaker(s) to Ministry Services for approval by the Executive Pastor before confirming with any of your proposed/suggested speakers.
 - e. The review and approval process can take up to 7-14 business days depending upon if there are any conflicts or missing information. (The event approval process could take longer or be placed on hold by

the Executive Pastor. If this is the case you will be notified with detailed information why, and resolution.)

3. Once event is approved the ministry leader & corresponding ministries will be contacted by Ministry Services.

- a. Following approval by the Executive Pastor, M.S. will indicate approval on AirTable and add event into the Shelby Calendar. At this time M.S. will notify by email and text or phone call to the ministry leader(s) listed within the event request.
- b. M.S. will then contact all ministries requested for that event (i.e. Ushers, Deacons, Culinary). Approval of event does not guarantee that your desired ministries are available. Upon approval M.S. will work closely with the event leader to bring all ministries online. The event leader should continually reach out to desired ministries to ensure good communication of needs.
- c. A final pre-event meeting will be scheduled with Ministry Service, Event leader, and Key ministries for final review of event 2-3 weeks prior to event.

4. Detailed ministry support for Marketing, Audio Visual, & Culinary ministries

- a. If your event desires marketing (overhead, flyers, etc.), M.S. will contact the marketing department to set up a marketing campaign for your event.
 - i. All media and marketing is handled through the marketing department and not Ministry Services. If you have questions or concerns about the marketing of your event or have not heard from the marketing department 2-3 weeks upon approval of event, please contact Marketing Director at mark@mtzionontario.com.
- b. If your event desires Audio Visual (A/V) assistance (i.e. Amplified sound, mic, PPT, etc.), ministry services will contact the A/V department for your event. An A/V team leader should contact you within 2-3 weeks of your event approval.
 - i. Because audio visual needs can be complex depending upon your event request it is important to be as detailed as possible.
 - ii. Be aware that all events in the sanctuary and cafe' in need of audio visual support will require a "paid" audio technician due to the complexity of equipment. Please add this cost to the budget of your event.
- c. If your event desires culinary assistance (any kitchen use), ministry services will contact the culinary department for your event. A culinary team leader should contact you within 2-3 weeks of event approval.
 - i. Because culinary needs can be complex depending upon your event request it is important to be as detailed as possibly.
 - ii. Be aware that all culinary needs (i.e. plates, cups, utensils, etc.) require funding so please ensure that you have budgeted accordingly.
- d. Please submit list of names designated as setup and cleanup crew and lead person for each. *Please be advised that the reply "Deacons" to this request is not an acceptable answer.*

5. Programs and printed materials for your event.

- a. Please submit draft outline of your program to the Ministry Services office prior to the event. Include a time frame of the proposed order of service/events (this is only a draft and we understand it is subject to change).
- b. A more detailed timeline and program must be turned into the Ministry Services office 4 weeks prior to event for review.
- c. A final timeline and program of event must be turned into the Ministry Services office 2 weeks prior to event for review and print.
- d. All handouts or printed material must be turned into the Ministry Services office 2 weeks prior to event for review and print.
- e. All material will be printed 5-7 days prior to event. No changes will be made after material is printed unless approved by the Executive Pastor.

6. Weeks leading up to event and event day.

- a. A reminder email will be sent to all ministries requested for your event.
- b. Ministry Services will meet with the Event Leader, and key ministry personnel for final review of event & event check list (this date should have already been scheduled upon event approval).
- c. Ministry Service personnel will be available on day of event to check logistics & answer questions (Ministry services is only available to observe and answer questions at the start of your event. Ministry services is "NOT" there to lead, run, or volunteer at your event).

7. Post Event: send post event form to Ministry Leader, to be turned in to Ministry Services no later than 7 days after event.

- a. Ministry Services will call to gain key information to close event: Actual Budget, Attendance, Things that went well, and Things to improve, and if the event is recurring, ask for possible date for the next year.
- b. If Applicable, Ministry Services will send the Event Planning form link for next year's event.

FOR OFFICE USE ONLY

Approved by: _____
Jerry Browning, Administrator

Date: _____

Brian E. Kennedy, Sr. Pastor

Date: _____

