**ST. JOHN FIRST M. B. CHURCH, INC.**

****

**SJFMBC**

**Dr. Leon Williams - Senior Pastor/Teacher**

***VISION STATEMENT***

**One body mobilized to reach the world for Christ**

***VALUE STATEMENTS***

**We are Devoted to Scriptural Integrity**

**We are Dedicated to Developing a Culture of Prayer**

**We are Committed to Excellence**

**Love is the Driving Force in All We Do**

**THE ROLE OF A MINISTRY LEADER**

**Your role is to develop people to do the work of ministry and to lead others to do the same. Volunteer leadership goes far beyond scheduling bodies and completing tasks**.

**1. Godly Church leaders are responsible for leading**- Leaders should lead. Leadership is primarily influence, and the way that church leaders influence others is by their godly example and by their teaching of God’s word ([Heb. 13:7](javascript:%7b%7d)).

**2. Godly church leaders are responsible to walk personally with God.** The main way to keep a clear conscience is to walk in daily obedience to God’s Word. If you knowingly sin, confess it immediately to God and seek the forgiveness of the one you sinned against. Personal obedience to God is the prerequisite to leading others in obedience to God.

**3.**  **Godly church leaders are responsible to work together.** Whenever you get several hundred people together, especially when the group consists of those from different backgrounds, ages, and even nationalities, you have a huge potential for conflict. When you throw in different personalities, differing preferences, and the need to confront sin and false teaching, it’s a miracle that the church has survived all of these centuries! One of the main responsibilities of church leaders is to be examples of godly relationships and to help others work through relational problems. Church leaders are responsible to lead the flock by working together in godly relationships.

**4. Godly church leaders are responsible to help those in the church walk personally with God.** Leaders are responsible to create an atmosphere of God’s grace. Grace is never a license to sin, but rather, it instructs us “to deny ungodliness and worldly desires and to live sensibly, righteously and godly in the present age” ([Titus 2:11-12](javascript:%7b%7d)). When we sin (and we all do!), God’s grace forgives and restores. God’s grace is patient with the weak, encouraging them to grow in the Lord.

**LEADERSHIP PROTOCOL**

**Calendar Request Form**

The calendar request form must be completed by a member in your ministry prior to your program or event. Please do not ask the administrative staff to reserve a date for you. Proper procedures must be followed at all times. The request must be approved before placing on the calendar. The person completing the form is the responsible party who will ensure the location is cleaned before leaving. Please adhere to the rules of the calendar request form at all times.

**Voucher Request Form**

The voucher request form is for the Ministry Leaders use to request funds from his or her approved budget. If you did not submit a budget you will not be able to request funds. Only the Ministry Leader is able to request funds for the ministry. Please keep in mind that monies are not always available at the time you ask. Vouchers should be submitted at least two weeks prior to the program or event no later than Friday at 12:00 p.m. for the upcoming week. ***ALL RECEIPTS AND MONEY LEFT OVER FROM THE VOUCHER MUST BE RETURNED TO THE ADMINISTRATIVE OFFICE!***

**Reimbursement Voucher**

Please do not spend funds that have not been approved! Items must be approved before purchasing to receive a refund. A reimbursement may be used on approved items that are purchased.

**Planning a Trip**

If your ministry is interested in planning a trip, check to make sure you have the appropriate funds. Secondly, put in a voucher request two weeks prior to the trip for approval. Contact the Transportation Ministry Leader about the van if you plan to use them and then contact a driver on the list after you’ve submitted your transportation request.

**Transportation Voucher**

Please consult with the Transportation Ministry Leader before utilizing the vehicles to ensure they are running properly and in driving condition. All vehicles are currently in driving condition, but should be reserved ahead of time. Your Ministry is responsible for finding a driver for your trip after it has been approved. The driver must be a member of the Transportation Ministry in which all members and their contact numbers are listed in this packet. Please make sure all garbage items are removed from every cup holder, seats and side drawers of the van prior to leaving the vehicle.

**Realistic Budget**

When planning your budget, make sure your members take a part in this procedure. Your budget should be as realistic as possible. If you are planning a program or trip, you should factor in the cost of decorations, gifts and food that are realistic; as if you are spending your own money and not over and above.

**Copies, etc.**

The administrative office is available to print copies of your agendas or programs. Please make sure you have your item already typed and ready to copy. **Poor planning on your part does not constitute an emergency on mine**.

**Meeting Day & Time**

Plan a meeting day that works for the team and not just your schedule. You will never be able to accommodate everyone’s schedule; however choose a date and time that works for the majority and stick with it. Members like consistency and its better when they can count on a meeting being the same week, time and day rather than constantly changing. If you change your meeting date and time, please call the office to check the schedule before moving forward to avoid conflicts in scheduling.

**Announcements & Fliers**

All announcements, fliers of any form must be received by **12:00 NOON** on Wednesday to be prepared for Sunday program and on the screen.

**CALENDAR REQUEST FORM**

Please complete the information below and return to the Church secretary. All forms must be submitted by the third Wednesday of the month prior to the planned activity. **ALL REQUESTS ARE APPROVED ON A FIRST COME, FIRST SERVE BASIS.**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Needed: Please circle below (if more than one, please explain below)

Fellowship Hall

Sanctuary

Educational Building 1 2 3 4 5 6 7 8 9 10

***Circle the designated room you will use***

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**begin and end times,include setup and breakdown**)

Please explain the reason for your request and any additional information as you deem necessary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BELOW THIS LINE IS FOR OFFICE USE ONLY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Received: Time Received:

Approved by: Disapproved by:

Explanation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*If the facility is needed for a funeral, you must reschedule your event or program. Funerals will always take precedence over any scheduled program or event.**

**VOUCHER REQUEST FORM**

ST. JOHN FIRST MISSIONARY BAPTIST CHURCH, INC.

2044 BROWN STREET, FORT MYERS, FL 33916

TELEPHONE (239) 334-0591 FAX (239) 334-7564

**Turn in all receipts associated with this form.**

Requestor Information

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ministry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Request $\_\_\_\_\_\_\_\_ Check Payable To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Budge Item \_\_\_\_\_\_\_Yes \_\_\_\_\_\_ No Account Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor or President of Board of Directors

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person receiving the check

**BELOW THIS LINE IS FOR OFFICE USE ONLY:**

Office Use

Check Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Prepared\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number\_\_\_\_\_\_\_\_\_\_\_\_

Annual Budget\_\_\_\_\_\_\_ Current Balance \_\_\_\_\_\_\_\_ Remaining Amt\_\_\_\_\_\_\_\_\_

**REIMBURSEMENT REQUEST FORM**

**REIMBURSEMENT FORM**

ST. JOHN FIRST MISSIONARY BAPTIST CHURCH, INC.

2044 BROWN STREET, FORT MYERS, FL 33916

TELEPHONE (239) 334-0591 FAX (239) 334-7564

**(Attach all receipts to this form)**

**Recipients Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Budge Item \_\_\_\_Yes \_\_\_\_No Account Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor or President of Board of Directors

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person receiving the check

Official Use

Check Prepared By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Prepared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRANSPORATION REQUEST FORM**

Name of Ministry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of passengers riding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Requesting \_\_\_\_\_\_\_\_\_\_\_\_

**(Place a check by the vehicle you are requesting)**

Vehicle 1 \_\_\_\_\_\_\_\_\_ Vehicle 2 \_\_\_\_\_\_\_\_\_

Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: (complete address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gas Level \_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gas Level \_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe any problems you had with the Van \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any materials used from the Emergency Equipment Bag \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of an accident, contact **State Farm Insurance Claims Department: 1(800) 440-0998. All insurance info is located in the glove compartment of the vehicle.**

**Official Use Below**

Vehicle Request Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Request Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRANSPORATION MINISTRY**

**Sis. Debra McCarter – Ministry Leader**

**Please bring your request form to the Administrative Office.**

**Drivers**

Debra McCarter (239) 333-6677

Jonathan Houston (239) 878-9964

John Tobler (239) 462-2852

Lloyd Landrum, Jr. (941) 928-9609

Kimberly Kelly (239) 826-7586

Tracee Tobler (239) 462-2853

Curtis Simpson(239) 220-4349 (CDL)

Gregory Houston(239) 603-4218 (CDL)

 **MINISTRY ASSESSMENT PLAN (MAP)**

Please identify registration fees, travel, food and hotel in your cost along with program events for your budget.

**Ministry Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ministry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Goal 1)** \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rationale/Reasoning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 2)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rationale/Reasoning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 3)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rationale/Reasoning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 4)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rationale/Reasoning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal 5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rationale/Reasoning

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funds for your request may not be given if finances do not allow based on incoming funds and on-going expenses!**

**Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Ministry Leaders Signature

**ALL BUDGETS & CALENDARS FOR 2022 ARE DUE BY Nov. 15, 2021 VIA EMAIL OR INTO THE ADMINISTRATIVE OFFICE BY 12:00 P.M.**

**FOR OFFICE USE**

**Total amount requested for the 2022 year $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total amount approved for the 2022 year $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**