

SPECIAL EVENTS APPLICATION

This application is intended to be used for any Special Event sanctioned by the Leadership Servants of the First United Methodist Church of Port Orange. And is intended to be for those events expected to attract 70 or more participants.

This application shall be submitted at least 4 months prior to the event

For additional information please see attached.

APPLICANT

Name (individual, corporation, other), address, email, and telephone number, .

IRS FIN No. _____

Signature _____

Sponsor(s): Name, address, email and telephone number.

Event Manager: Name, address, email and telephone number. _____

SERVICE POPULATION

IDENTIFY THE POPULATION YOU EXPECT TO PRIMARILY SERVE (circle)

Young children

Teenagers

Young adults

Middle age adults

Senior citizens

All ages

How do you intend to introduce the service population to First United Methodist Church and its programs?

BRIEF DESCRIPTION OF THE EVENT

Expected number to be in attendance and number of days or performances

THE EVENT PLAN

FULL DISCRPTION

STAFFING AND EVENT TEAM

List the various staffing functions and the names of the individual(s) serving those functions. If no individual has been identified list the function but do not include the name. Also list any company or organization that will be used to staff, including security.

FACILITIES

Identify facilities on and off the church campus that will be used for the event and what arrangements will have to be made to guarantee their use. Provide a map of the event showing how and where the church facilities will be used.

DATES AND TIMES

Identify the dates and times of the events

COSTS

Itemize the various costs for the event:

FINF

FINANCIAL GUARANTEES

Identify any financial guarantees by name of the donor and amount:

Identify financial support requested by First United Method Church o Port Orange:

INSURANCE

The following insurance is required:

A certificate of insurance will be submitted to the Church Administrator 3 weeks prior to the event.

Action of the Facilities and Finance Team

Recommend denied date _____

Recommend Approved date _____

Conditions of approval:

Action by the Special Events Team

Recommend denied date _____

Recommend Approved date _____

Conditions of approval:

Action by the Leadership Team

Denied date _____

Approved date _____

Conditions of approval:

The Church Administrator certifies that The special Events Procedures as established by the Leadership Team have been followed:

Church Administrator _____
(signature)

Special Event Definition:

Special Events can help to fulfill our Church's vision and mission.
(See Sections below regarding vision statement and mission)

Any event with attendance expected to attract 70 or more participants and sanctioned by first United Methodist Church whether it be on church campus property or off campus.

Exceptions include:

- ⑤ ongoing budgeted programmed events occurring on an annual or more frequent basis.
- ⑤ Scheduled church services
- ⑤ Weddings
- ⑤ Funeral or memorial services

Special Events Application review and approval process:

Both the Pastor and Church Administrator shall ensure this procedure is followed.

A complete application shall be submitted to the Church Administrator at least 4 months prior to the event.

All Special Events shall be authorized by the Church's Leadership Team after review and recommendation by the Special Events Team.

Where church funding is requested the Facilities and Finance Team shall identify where in the church budget the funds will be earmarked. This shall occur prior to review by the special events and leadership team

Special events review guidelines:

So that we ensure First United Methodist Church of Port Orange Special Events are reflective of our Church's Vision criteria will be used as a guide when a special event is sanctioned.

The following is a set of criteria to be used as guidelines when the Church's Special Events Team reviews and Leadership Team authorizes a Special Event:

- ⑤ The event will clearly focus to serve one or more demographic groups including children, seniors, and families. Events with broader demographic appeal will be

emphasized.

*The event will not be of a financial burden to the Church's budget, but be clearly self-supporting or accounted for in the Church's Budget. Any potential financial shortfalls to the church will be compensated by specific members guarantees. (Note: once the Church's finances are stabilized the Church can consider further subsidizing and budget for a special event.)

*The Church's Facility and Finance Team shall determine financial stability using recognized accounting principles)

*The event will clearly be designed to attract new members to our Church.

*The event will demonstrate a high level of Christian value.

*The event shall have a sufficient list of volunteers and or paid staff to assist and a designated Event manager who is charged with planning and implementing the event. The event manager shall identify an event team to produce the event.

*The event shall be scheduled with sufficient lead time to ensure all planning activities are completed. The Event Manager shall provide a report to the Special Events Team describing the status of planning and preparation for the event at least two months prior to the event. If the success of the event is in question the Leadership Team shall cancel the event.

CURRENT CORPORATE VISION STATEMENT

First United Methodist Church of Port Orange is a Christ-centered church seeking and meeting the needs

of the Community and transforming through the love of Christ. We are committed to serving people

genuinely, introducing them to Christ and being beacons of His word through our actions. This will be

evident when we see in the Community:

- ⑤ The needs of children being met.
- ⑤ Youth impacting the Community instead of being influenced by it.
- ⑤ Seniors reconnected.
- ⑤ Households anchored in and connected with Christ and each other

MISSION FOCUS GROUPS

MFG 1 – Currently reaching: Raised in the church, those with family connections, preschool families, retirees, singles, English speaking, educated

MFG 2 – High potential to reach: Homeless, spectator worshipers, holiday Christians, other

ethnic groups

MFG 3 – Targeted effort to reach: Uneducated, high school dropouts, high school education only, homebound, emotionally wounded, college students, those inhibited by church culture, poverty stricken.