

## 2011 MISSION FUNDING / EVENT REQUEST FORM

First, thank you for hearing God's calling for you in this very special event in the life of our church. Missions Committee is here to help facilitate your mission but we do have some procedures (below) that will help us help you be successful.

All requests are to be made at least 30 days in advance, but the sooner the better as some resources are booked months in advance and/or you want plenty of advertising.

You need to request the facilities and resources through the church office prior to completing this form to insure availability. All on-campus events are to be completed by 10 pm when the alarm is set. If paper goods are used out of the closet, you will be charged 10% of the gross income as a replacement fee. If you plan to remove church property from the church facility, you need approval from the Trustees.

Request forms are to be submitted via email to the Chair or placed in the Missions mailbox in the office workroom. Unless you here otherwise, the Committee will review your request at the next meeting (first Tuesday of each month at 7:15 pm.) in the order they are received. A limit of 5 new requests per meeting please. Any late requests may be deferred to the following month. Please plan to attend to field questions, etc., and especially if your event involves finances in any way.

You will be notified (phone, email, other) when the event is approved or rejected. Prior to the event, you are responsible for advertising and sharing plans with the MST/STH congregations.

After the event, please send a summary of the event (page 3) via email or through the Missions mailbox. The summary should include whether the goals of the mission were met, a quantifier of success (number of items collected, amount of money raised, number of people fed, etc. and any positive/negative feedback about the event. This educates the Missions Committee about repeating your event in the future.

PLEASE also return any funds provided and not used for this mission to the church office and notify the Missions Chair.

Please contact 2011 Missions Chair Tim Grembowski at (703) 753-7471 [timgrembowski@comcast.net](mailto:timgrembowski@comcast.net) with questions.

**Bless you for your service to our Lord!**

Our MST Mission – “Becoming a Community of Christ Followers”

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Date submitted: \_\_\_\_\_ Date of event: \_\_\_\_\_

Place of event: \_\_\_\_\_

Event name: \_\_\_\_\_

Responsible person requesting permission for mission: \_\_\_\_\_

Phone / email – best way to contact requestor: \_\_\_\_\_

Responsible person providing post event summary: \_\_\_\_\_

Phone / email – best way to contact person providing summary: \_\_\_\_\_

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What is the purpose of this event and how does it support our Mission statement?

What are financial needs for this mission? What is the history/progress in raising these funds? When are the funds needed?

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### Requestor's plans to advertise/share with congregations and/or public:

- Sunday morning announcements: Date(s): \_\_\_\_\_  
Pictures and/or text submitted to Paula Harper or Revonda Wack by Friday prior to worship.
- Sunday worship "Mission moment"
- Sunday worship bulletin (Text by 12 noon Monday prior to Sunday service)
- Our local newspapers - article or advertisement: \_\_\_\_\_
- Electronic sign (contact MST office about usage )
- MST website - Missions page – contact Missions committee Diane Ameen or Revonda Wack
- Article in "The Connector" Bi-district newsletter – submit by the 10<sup>th</sup> of month to  
[programdirector@novaumc.org](mailto:programdirector@novaumc.org)
- Church bulletin boards (narthex & fellowship hall) - contact church office for availability
- Special Event Email blast – Contact church office for instructions
- MST/ST Newsletter – bi-monthly deadlines for 2011 are 1/20, 3/17, 5/19, 7/21, 9/15 and 11/17
- Other: \_\_\_\_\_

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### Actions / Decisions of 2011 Missions Committee:

\_\_\_ Approved    \_\_\_ Rejected    Date Contacted: \_\_\_\_\_ Method: \_\_\_\_\_

IF funding is approved, the source of funding:

\_\_\_ Missions Budget    \_\_\_ Advent    \_\_\_ Lenten    \_\_\_ Special:: \_\_\_\_\_

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### Post Event Summary – to be kept and completed after event is completed.

Date submitted: \_\_\_\_\_ Date of event: \_\_\_\_\_

Event name: \_\_\_\_\_

Person providing summary: \_\_\_\_\_

Phone / email of person providing summary: \_\_\_\_\_

### Summary Part One:

Were the goals of this mission met?

Quantify the success – i.e. number of items collected, amount of money raised, number of people fed, etc.

Lessons learned from this event:

Funds provided by Missions but not used for this mission: \$ \_\_\_\_\_  
(Return funds to church office and notify the Missions Chair.)

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### Summary Part Two:

The final request of the Missions Committee is that the Requestor provide post–event communications to the MST/STH congregations and public to share information and celebrate this event! The Requestor can use one or more of the following “tools” to accomplish this phase of the mission:

- Sunday worship announcement slide (pictures and/or facts to be sent to Paula Harper or Revonda Wack by Friday prior to worship)
- MST/ST Newsletter – bi-monthly deadlines for 2011 are 1/20, 3/17, 5/19, 7/21, 9/15 and 11/17
- Local newspaper article – give details: \_\_\_\_\_
- MST Website Missions “page” - contact Missions Committee Revonda Wack or Diane Ameen
- Article in “The Connector” Bi-district UMC newsletter – submit by the 10<sup>th</sup> of following month to [programdirector@novaumc.org](mailto:programdirector@novaumc.org)
- Bulletin board (narthex or fellowship hall) - Contact church office for space availability
- Other: \_\_\_\_\_

**Place this completed summary in the Missions mailbox  
or email to the Missions Chair at [timgrebowski@comcast.net](mailto:timgrebowski@comcast.net).**

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