

2010 MISSION FUNDING / EVENT REQUEST FORM

All requests are to be made at least 30 days in advance. However, we prefer at least 60 days in advance.

The request for the facilities and resources are to be made through the church office prior to completing this form. All events are to be completed by 10 pm when the alarm is set. If paper goods are used out of the closet, the Requestor will be charged 10% of the gross income as a replacement fee. If the Requestor would like to remove church property from the church facility, the Requestor must get approval from the Trustees.

Request forms are to be submitted to the Missions Committee by placing it in the mailbox in the workroom office. Items will be placed on the Missions Committee agenda in the order they are received. The agenda items for each meeting are finalized the week prior to each meeting (the first Tuesday of each month at 7:15 pm.) There will be a limit of 7 new requests per meeting. Any late requests may be deferred to the following month. It is helpful if the Requestor attends the committee meeting when the request is presented.

The Requestor will be notified (by phone or by the email provided) when the request is placed on the agenda. The Requestor will also be notified when approved/rejected. Also, the Requestor is responsible for advertising the event.

After the event, a summary of the event is to be coordinated with the Vice Chair. Include the summary and respond 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. PLEASE return any funds provided and not used for this request to the church office and notify the Missions Committee Vice Chair.

Please contact Chair Will Ameen (703-368-0807) or missions@mstumc.org 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: _____

Event name: _____

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

What are your financial needs for this project? When are they needed?

Person/group at MSTUMC requesting permission: _____

Phone & email of person making request: (____) _____

Person/group at MSTUMC providing summary: _____

Phone & email of person providing summary: (____) _____

Advertising/Sharing plans with congregation:

- Sunday morning announcement slide (with pictures / video and/or facts)
- Sunday bulletin (due to Church Office by Monday Noon)
- Newspaper article or ad
- Sign out front
- MST Website
- Article in "The Connector"
- Bulletin boards in the narthex
- Email
- Newsletter
- Other: _____

Summary:

- Sunday morning announcement slide (with pictures / video and/or facts)
 - Newspaper article or ad
 - MST Website
 - Article in "The Connector"
 - Bulletin boards in the narthex
 - Newsletter
 - Other: _____
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Actions / Decisions of 2010 Missions Committee:

___ Approved ___ Rejected Date Contacted: _____ Method: _____

If funding is approved, the source of funding:

___ Budget ___ Advent ___ Lenten ___ Special: _____

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