

# RVCC Event Planning and Funding

When planning a ministry event, there are a multitude of details to plan and execute. As a guide or help, RVCC has developed this Event Guide to assist lay ministers in planning and preparing for a ministry event. It is not intended to be a strict, "cast in stone" rule book, but rather a set of guidelines and reminders.

The exception to this is in the area of event funding. RVCC has developed and adopted a process that must be followed for expenses to be paid or reimbursed.

In the course of leading a ministry event, please keep in mind that there are many people in our church who have experience with these processes and are glad to assist you.

The resources that will be discussed here are available on the RVCC website ([rvccnaz.com](http://rvccnaz.com)). If you don't have internet access, please contact Ken Fulton (304-488-5890) or Bruce Nutter (304-295-6231) and hardcopies will be provided to you.

## The Event Guide.

The first column of the Event Guide Worksheet is intended for the user to enter the actual dates corresponding to the "T minus" times in the second column. The user should enter the date of the event at the bottom of the sheet for the actual event and then work upwards filling in the dates on each row.

There are three different categories of events represented in columns 3, 4, and 5.

- Column 3 contains the guidelines for an event to be hosted at RVCC (e.g. a lock-in)
- Column 4 contains the guidelines for an event hosted elsewhere requiring funds for each participant in which the participant is responsible for some of the cost (e.g. church camp).
- Column 5 contains the guidelines for an event in which the participants are not responsible for any costs associated with the event (e.g. NYI Convention).

## Events

The tips and helps in this column are intended to help the leader of an RVCC event ensure that all of the necessary tasks are scheduled and potentially delegated. When planning an event, keep in mind that communication is critical. If an event is planned, but nobody but the participants are aware of

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it, it is a disservice to others in the church whose offerings and gifts help to support ministries. It is also possible that others will want to participate and in addition, most events have a primary or ancillary purpose of outreach. Outreach events have very limited success if those we are trying to reach aren't aware of the event.

In this case, the communication tasks are primarily ensuring that the facilities are reserved, the church is informed, and outside advertising is initiated and completed. The information here is not an exhaustive list of media that may be used, but the timing will work for most media.

You may find the idea of delegating tasks to others disconcerting. However, you must realize that for events of any size, one person cannot possibly perform all necessary tasks. In addition, others need experience in performing various tasks on their own or with limited guidance. How else will the inexperienced become experienced?

Please keep in mind, though, that while you have delegated a task it is still your responsibility as event leader. As such, it is imperative that you keep in contact with those you have given tasks. In this manner, you can ensure that they don't need assistance or have encountered difficulties which will prevent the task from being completed on time according to your schedule.

## Event Funding

It is necessary for funding to be considered at an early stage in your event planning to properly ensure that any required funds you may need will be available at the correct time. RVCC has created and adopted policies which define the appropriate procedures for obtaining funds and/or reimbursements. Please see The RVCC Ministry Funding Policy/Guide.

Fundraising is acceptable and in many cases encouraged. There is a lesson to be learned in working to raise money for a cause, to benefit others, or even to benefit oneself. However, careful consideration should be exercised in the types of fundraising activities, the purpose of raising funds, and the frequency of fundraising.