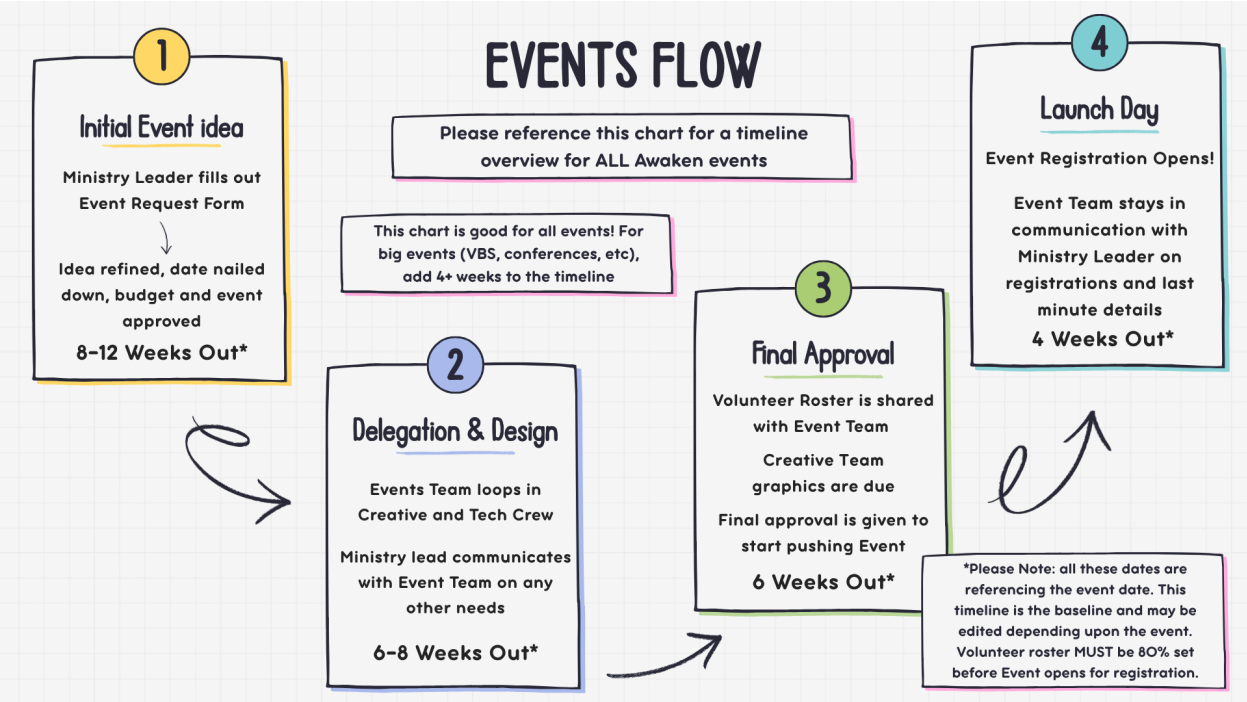
AWAKEN CHURCH

Awaken Church Event Flow

To establish a consistent and predictable structure, protect volunteers from burnout, minimize calendar conflicts, and ensure high-quality execution of all events big and small.

Events Flow



Box 1: Initial Event Idea (8-12 Weeks Out*)

What's happening here: This is the dreaming and planning phase. As a ministry leader, you'll fill out the Event Request Form to get your idea on the radar. The Event Team will review the master church calendar to protect against date clashes, confirm facility space, and ensure the basic budget is approved so you have a green light to move forward.

Box 2: Delegation & Design (6-8 Weeks Out*)

What's happening here: Once the idea is approved, the Event Team loops in our Creative and Tech Crews so they can start working for you. While you focus on planning the actual event details, the Creative Team spends this two-week window building your slides, social media graphics, and sign-up links behind the scenes.

Box 3: Final Approval (6 Weeks Out*)

What's happening here: This is our critical "Team First" checkpoint. Before any graphics are published or announcements are made to the congregation, your confirmed volunteer roster must be shared with the Event Team. Locking in your team captains and helpers now ensures you are fully supported and prevents last-minute panic. Once the roster is verified, final approval is given to launch the promotion!

Box 4: Launch Day (4 Weeks Out*)

What's happening here: It's time to share it with the church! Your event goes live through the first church-wide announcement, social media blast, or Sunday slide. Because your team is secure and the logistics are already locked down, the final weeks leading up to the actual event day are smooth and stress-free. The Event Team will stay in contact with registrations and last minute details or tweaks.

Day Of:

On event day, the Events Team serves as your behind-the scenes support so you can focus entirely on ministering to your guests. We handle the background logistics- ensuring pre-ordered supplies, food, and tech needs are ready- and for larger events, at least one member of our team will be on-site to troubleshoot and keep things running smoothly.

Event Childcare Policies

Providing childcare is a massive blessing for young families, but to protect our children, our volunteers, and the church, we must adhere to a strict process. Childcare is never automatically included for an event; it must be requested and approved.

The 8-Week Rule

The Deadline: All requests for event childcare must be submitted via the Event Request Form at least 8 weeks prior to the event.

Why? Our Kids Ministry needs ample time to schedule trusted, background-checked workers and ensure we do not exceed safe adult-to-child ratios. If a request is made late, we cannot guarantee childcare will be available.

Safe Ratios & Background Checks

The Safety Standard: Every single person caring for children at a church event must be fully vetted, background-checked, and approved through our Kids Ministry pipeline.

No "Last-Minute" Substitutes: A ministry leader cannot ask a random parent or an unvetted teenager to step in and help watch kids on the night of an event if they run short on volunteers.

Funding & Worker Compensation

Who Pays? Childcare is a line item in your specific event budget. When filling out the request form, the hosting ministry must specify how the childcare workers will be covered:

Option A: Covered completely by the hosting ministry's budget.

Option B: Covered by an add-on fee in the attendee's event registration (e.g., $5 extra per child).

Budget Policies

Event Budget & Expense Policies

Every event requires financial stewardship. Whether your gathering is a large community outreach project or a small monthly ministry night, all expenses must follow this approved pipeline before any church funds are spent.

The 3 Ways to Fund an Event

When filling out your Event Request Form, you must select how your event's expenses will be covered:

Ministry Budget Line: The expenses come directly out of your specific ministry's pre-approved annual budget (e.g., the designated Men's Ministry or Kids Ministry budget pool).

Registration/Ticket Fees: The event is self-funded by charging attendees a registration fee (e.g., $10 per ticket to cover food and materials).

Special Budget Request: If an event falls outside your regular annual budget, a detailed budget proposal must be submitted to the Event Coordinator, who will route it to the Pastor/Elders for macro-budget approval during the planning phase.

The "No Surprise" Spending Rules

To keep our financial records clean and protect our church resources, all leaders must adhere to these three boundaries:

Pre-Approval Required: No vendor should be booked, contract signed, or supplies purchased before both the Event and Finance Teams have formally approved the event request.

The Sourcing Rule: All requests for outside catering quotes, food truck bookings, or community donation outreach must be funneled through the Event Team to ensure we are getting competitive pricing and maintaining excellent relationships with local businesses.

Tax-Exempt Purchases: The church is a tax-exempt organization. Before purchasing any event supplies, leaders must grab the church's tax-exempt form from the Finance Team. The church cannot reimburse sales tax on personal receipts.

The Reimbursement & Invoice Pipeline

Invoices & Vendor Deposits: All vendor invoices or deposit requests (e.g., caterers, inflatables, equipment rentals) must be turned in to the Finance Team at least 2 weeks prior to the event day to ensure checks can be cut on time.

Receipt Submission: All final receipts for approved out-of-pocket expenses must be submitted with a Reimbursement Form within 7 days following the conclusion of the event.

Donations: To protect our church's reputation and relationship with the local community, individual ministries should not cold-call local businesses for free items or discounts on their own. All outreach for corporate donations, food truck bookings, or catering quotes must be routed through the Events Team to prevent businesses from being asked for donations multiple times a year by different groups.

FAQ

Q: Why do we need a 8-12-week lead time for event requests?

A: This window isn't about adding corporate red tape; it's about protecting our team and our budget. It gives the Event Team time to ensure there are no calendar conflicts, gives the Creative team time to design and promote your event, and gives the Sunday Operations teams time to schedule volunteers and plan room layouts without last-minute panic.

Q: Who is responsible for buying the food, decorations, and supplies for my specific ministry event?

A: The hosting ministry leader (e.g., Women's, Men's, Kids) is responsible for coordinating their own specific programmatic supplies, curriculum, decorations, and specialized food. The central Events Team is here to help coordinate timelines and deadlines, facilitate general communication between ministries, and assist in routing your vendor quotes.

Q: Do I need to fill out an Event Request Form every single month for our ongoing, recurring gatherings?

A: Nope! For repeating events (like monthly Foundry and Flourish events), you only need to submit one form at the start of the ministry season to lock in your day and room for the entire year. After those dates are on the master calendar, you'll just use our Quarterly Ministry Leader Meetings to update the team on any specific monthly themes, guest speakers, or support needs.

Q: What happens if our 6-week checkpoint arrives and we don’t have a full volunteer count?

A: Don't panic! We don't expect your roster to be 100% perfect by the 6-week mark, but we do look for a healthy foundation of at least 80% of your critical roles to be confirmed. If you are falling short of that 80% mark, the Event Team will connect with you right away to help you pivot. Together, we’ll choose the best path forward—whether that means slightly scaling down the event's scope to match

your team size or pausing to postpone the gathering to a less crowded season where your ministry can get the full volunteer traction it deserves.

Q: What happens if our event registration fees don't bring in enough money to cover the cost of the caterer we booked?

A: If registrations are lower than expected 2 weeks before the event, the Event Team and your ministry lead will meet to adjust the plan—whether that means scaling back the food order, shifting the menu, or utilizing a portion of your core ministry budget to cover the gap. We never want to head into an event day with a financial deficit.