



## 1. Initial Inquiry

- Start by emailing PastorsAssistant@Bethell.org to check if the desired date for the event is available.

## 2. Filling Out the Ministry Event Planning (MEP) Form:

- If the date is available, complete the MEP form found on the website:  
[MEP Form Link] [Ministry Event Planning Form](#)

## 3. Review by Trustee Pro Tem / Trustee over Logistics:

- The completed form is reviewed by the Trustee Pro Tem or the Trustee responsible for logistics.
- They assess potential challenges and confirm the setup for requested spaces.

## 4. Space Layout and Food / Resource Requests:

- Utilize room layout documents to provide a clear idea of the desired space arrangement.
- Food requests should be directed to the Head of Kingdom Cafe', with the finalized budget included in the MEP request.
- Any associated costs for promotion, resources, food needed for the event itself or pre-planning etc. must be covered by the ministry. If there is no budget a request for funds must be approved by the Pastor's office. Email: PastorsAssistant@Bethell.org

## 5. Media Support and Technical Responsibilities:

- Information for media promotion is taken from the MEP form.
- Ministries are responsible for operating microphones and CDs in Brook's Chapel and Coker Hall, though a Media tech can provide guidance.

## 6. Final Approval Process:

- The Office of Church Growth and Development communicates the 'Approved Status' after all stakeholders have reviewed the event's feasibility and visibility.
- The MEP committee, consisting of necessary Staff, Stewards, and Trustees, Ministers-plays a role in this process.

## 7. Communication and Resolution of Issues:

- If there are reasons the event cannot proceed, this will be communicated, and efforts will be made to resolve any issues with ministry leaders.

These steps ensure well-planned, well-coordinated events in alignment with the church's resources and scheduling.