



The Zion Apostolic Faith Church

10 W. Tallmadge Ave.
Akron, OH 44310
Eld. David T. Parker, Pastor

Ministry Event Checklist

Zion Mission Statement: *The Zion Apostolic Faith Church will worship God by living a life of faith, sharing our faith with others and edifying the body of believers through fellowship.*

- ✓ Ministry Name: _____
- ✓ Purpose (How does event support Zion Mission Statement):

 - Ministry/Outreach _____
 - Fellowship _____
- ✓ Budget
 - Income Generation
 - Donations, Charge Fee, Existing Funds
 - Expenses
 - Speaker, if applicable
 - Equipment
 - Venue/location
 - Supplies (decorations)
 - Refreshments (caterer, menu, etc.)
 - Publicity
- ✓ Speaker/Psalmist/Musician
 - Honorariums to be paid, Hospitality Basket/ Gift
- ✓ Set-up
- ✓ Clean-up
- ✓ Timeline
 - Schedule Meetings, Delegation, Team Roles
- ✓ Publicity (2-3 weeks prior to event)
 - Website, Flyers, Email, Telephone, Text, Facebook, Newspaper, Radio
- ✓ Attendance
 - Desired/expected
 - Zion only or Zion and External)
- ✓ Location (If church, arrange building access)
- ✓ Impacted Ministry Groups
 - Ushers, Greeters, Ministers, Security, Men's Ministry, Women's Ministry, Music Ministry, etc.

Submitted By: _____

Requested Date of Event: _____

Date Submitted to Pastor: _____