THE IDEA

The Ministry Director and team will have an idea on a service/event.

01

THE INVITATION

The Director, team, Executive Director and planning team will be notified of a meeting or discussion.

THE MEETING

The Director will facilitate a meeting to plan out the service/event.

03

PAPER WORK

FLOW CHART

The Ministry
Director will
complete the event
outline for the
service/event.

04

BOD

Ministry Event Planning

The Executive Director will update the Board of Directors on the information via the event outline.

05

MARKETING

The Graphic designer
will generate an
approrpiate flyer for the
ministry service or
event.



