

Word of Life Temple, Inc. – A Keep it R.E.A.L. Ministry

Bishop Dr. James O. Cunningham, Founder/Pastor Emeritus
Bishop Arthur Tripp, Senior Pastor/President & CEO

Marian Fisher, Church Secretary

Arthur L. Tripp, President/CEO
Brittani Pair, Executive Secretary
Anthony Freeman Sr., Board Member
Marquis Woodland, Board Member



Henry Linder, Vice President
Darrel Fisher, Executive Treasurer/CFO
Jamie Cunningham, Board Member

Budget Request Form – Due by 8/31/2025

1. Requestor & Ministry Area

- Name: _____
- Role: _____
- Ministry/Auxiliary: _____

2. Event Overview

- Event Title: _____
- Event Date(s): _____
- Location/Venue: _____
- Audience & Expected Attendance: _____

3. Purpose & Goals

- Brief Description: _____
- Alignment with WOLT Mission
(Reach/Restore/Rebuild): _____

4. Detailed Budget

Category	Description/Purpose	Estimated Cost
Venue & Setup	e.g., Chairs, tables, AV rental	\$ _____
Supplies & Materials	Crafts, teaching tools, giveaways	\$ _____
Food/Beverages	Snacks, water, hospitality funds	\$ _____
Marketing/Promo	Flyers, banners, online advertising	\$ _____
Team/Volunteer Costs	Training, honoraria, transportation	\$ _____
Decorations	Theme designs, signage, stage setup	\$ _____
Miscellaneous	Permit fees, contingency funds (10%)	\$ _____
Total Estimated Budget		\$ _____

5. Funding Source

- Requested from Church Budget: ☐ Yes ☐ No
- Additional Funding (grants, sponsorships, donations): _____

6. Timeline & Payment Schedule

- Request Submission Date: ____ / ____ / ____
- Funds Needed By: ____ / ____ / ____
- Vendors Ordered By: ____ / ____ / ____

7. Approval & Accountability

- Approved By: _____ (Pastor/Finance Lead)
- Date of Approval: ____ / ____ / ____
- Funds Released: ____ / ____ / ____
- Post-Event Report Due: ____ / ____ / ____
- Attach Receipts & Summary of Expenses Post-Event

Word of Life Temple, Inc. – A Keep it R.E.A.L Ministry

Bishop Dr. James O. Cunningham, Founder/Pastor Emeritus
Bishop Arthur Tripp, Senior Pastor/President & CEO

Marian Fisher, Church Secretary

Arthur L. Tripp, President/CEO
Brittani Pair, Executive Secretary
Anthony Freeman Sr., Board Member
Marquis Woodland, Board Member



Henry Linder, Vice President
Darrel Fisher, Executive Treasurer/CFO
Jamie Cunningham, Board Member

Word of Life Temple Inc. Post-Event Report Template [Due 14 Days Post Event]

EVENT OVERVIEW

Event Title: _____
Date(s) Held: _____
Location: _____
Ministry/Auxiliary: _____
Submitted By: _____
Date Submitted: ____ / ____ / ____

PURPOSE & GOALS

Briefly restate the event's purpose:

> _____

Intended Outcome(s):

- ☐ Spiritual Growth
- ☐ Fellowship/Unity
- ☐ Outreach
- ☐ Fundraising
- ☐ Leadership Development
- ☐ Other: _____

ATTENDANCE & PARTICIPATION

Group	Expected	Actual	Notes
Adults			
Youth/Teens			
Children			
Guests/Visitors			
Volunteers/Staff			

HIGHLIGHTS & TESTIMONIES

Key Takeaways:

> _____

Memorable Moments / Testimonies:

> _____

BUDGET & EXPENSES

Category	Budgeted	Actual Spent	Notes
Venue/Setup			
Supplies/Materials			
Food/Beverages			
Marketing			
Honoraria/Travel			
Decorations			
Miscellaneous			

Word of Life Temple, Inc. – A Keep it R.E.A.L Ministry

Bishop Dr. James O. Cunningham, Founder/Pastor Emeritus

Bishop Arthur Tripp, Senior Pastor/President & CEO

Marian Fisher, Church Secretary

Arthur L. Tripp, President/CEO
Brittani Pair, Executive Secretary
Anthony Freeman Sr., Board Member
Marquis Woodland, Board Member



Henry Linder, Vice President
Darrel Fisher, Executive Treasurer/CFO
Jamie Cunningham, Board Member

Total

MEDIA & PROMOTION

Photos/Videos Attached? ☐ Yes ☐ No

Social Media Posts Made? ☐ Yes ☐ No

- Tag/Link: _____

Post-Event Thank You Sent? ☐ Yes ☐ No

EVALUATION & FEEDBACK

What went well?

> _____

What challenges were faced?

> _____

What would you improve next time?

> _____

Do you recommend this event again? ☐ Yes ☐ No ☐ With Changes

FOLLOW-UP ACTIONS

Task

Person Responsible

Due Date