



MINISTRY EVENT PLANNING

2025

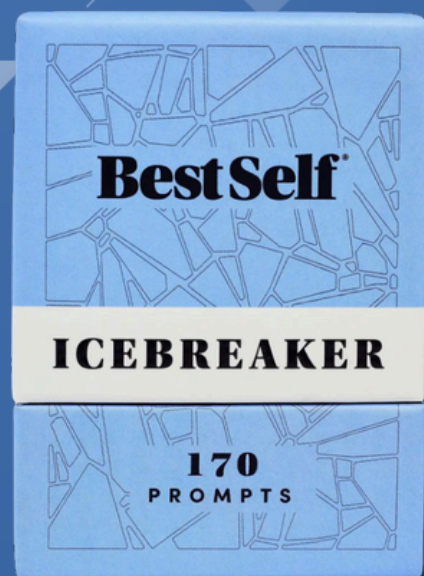
PRESENTATION OVERVIEW

- Ice Breaker
- Introduction
- Switch, Change, Rearrange
- Vision Alignment
- How to plan an event



- Event Outline
- I do
- We do
- You do
- Group Activity
- Exit Ticket
- Closure





ICE BREAKER

CHOOSE A CARD AND
SHARE WHAT IT'S ASKING
YOU TO SHARE.





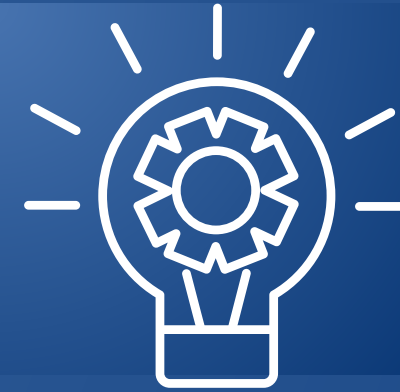
INTRODUCTION

- **Event planning is more than just putting together a schedule**—it's about creating unforgettable experiences, managing logistics, and ensuring every detail aligns perfectly. Whether you're organizing a corporate event, a community gathering, or a VIP concert, successful event planning requires vision, strategy, and flawless execution.
- **In this presentation, we'll explore the key components of event planning, from concept development to on-the-day coordination.** We'll discuss best practices, common challenges, and innovative strategies to elevate your events. By the end, you'll have a solid framework to plan and execute events with confidence and excellence.





**Division of
Stewardship**



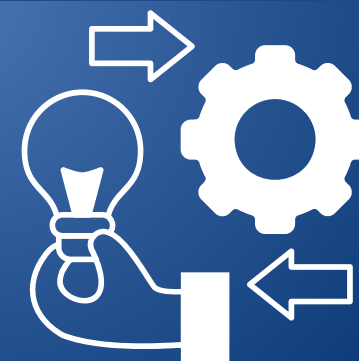
**Division of
Discipleship**



**Division of
Fellowship**



**Division of
Friendship**



**Division of
Worship**

**SWITCH,
CHANGE
REARRANGE**



VISION



Word of Life Temple Inc., is advancing the Kingdom of Heaven, while here on Earth, by reaching, restoring and rebuilding lives through relationships with Jesus Christ.



VISION ALIGNMENT

- Event planning is more than organizing dates, venues, and schedules—it's about creating meaningful experiences that align with a greater vision. At Word of Life Temple Inc., every event is an opportunity to reach, restore, and rebuild lives through the love of Jesus Christ.
- When we plan events with this mission in mind, we go beyond logistics and focus on transformation. Whether it's a worship service, a community outreach program, a fellowship gathering, or a special celebration, each event should serve as a bridge to faith, healing, and empowerment.



VISION ALIGNMENT CONTINUED



01

- Reaching Lives – Our events should extend a welcoming hand to those in need, creating spaces where people can encounter God’s presence and feel His love in action.

02

- Restoring Lives – Thoughtful event planning ensures that every detail—from the message to the atmosphere—helps those who are broken find encouragement, healing, and renewed faith.

03

- Rebuilding Communities – Events become a platform for discipleship, fellowship, and service, strengthening relationships and equipping individuals to grow spiritually and make a lasting impact in their families and communities.

HOW TO PLAN AN EVENT

1. The Idea

A. What is your idea? **B.** Which one of the four parts of the vision does it match? **C.** Is there a need in our in-house community or outside community for it? **D.** Why do you want to do this?

2. The Plans

A. Abstract Plans (Jot down what you want to do)
B. Discuss with YOUR team
C. Discuss with the Executive Director of YOUR ship
D. Ask for Planning Team Member's creativity (if applicable)

3. The Logistics

A. Fill in Event Outline **B.** Dot every I, Cross every T by filling out form in it's entirety. **C.** Turn in Event Outline copy to Executive Director of Ship. **D.** *Await* approval (Board of Directors). **E.** **Edit or Congrats!**

4. The Check

A. Check with the following:

- Finance Team
- Media Team
- Planning Team





IMPORTANT STATISTICS

MINISTRY EVENT STATS



- 30% of church attendees say special events were a key factor in their initial visit.

- 50% of attendees at faith-based events engage more when there's a mix of worship, fellowship, and service opportunities.

- 80% of people are more likely to attend a church event if personally invited by a friend or family member.

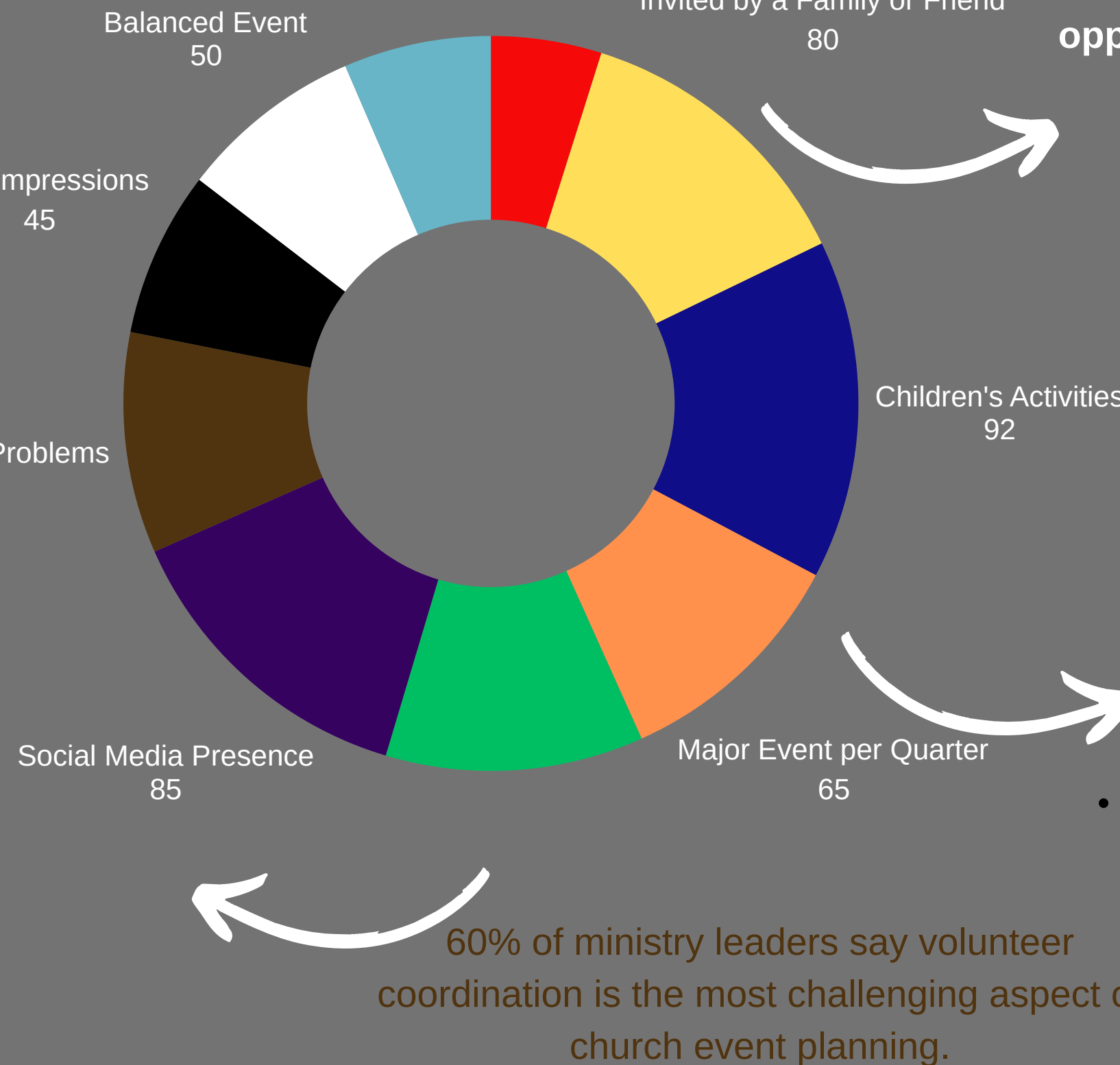
- 40% of people say they would attend more church events if they were outside the church building (e.g., community centers, parks, or homes).

- 92% of attendees say well-organized children's activities significantly influence their decision to attend future church events.

- 85% of churches report increased engagement when using social media and online registration for event promotion.

- 65% of churches host at least one major outreach event per quarter.

- 70% of churches say event planning and logistics are among their biggest administrative challenges.



- 45% of first-time visitors decide within 10 minutes if they'll return—making first impressions at events critical.



**POST-PANDEMIC ATTENDANCE TRENDS:
CT INSIDER. (2024). HARTFORD ARCHDIOCESE CHURCH
ATTENDANCE REBOUNDED POST-PANDEMIC. RETRIEVED FROM
IMPORTANT
STATISTICS**

**IMPACT OF MAJOR EVANGELISTIC EVENTS:
WIKIPEDIA CONTRIBUTORS. (N.D.). BILLY GRAHAM'S 1959 SOUTH
CROSS CRUSADES. WIKIPEDIA, THE FREE ENCYCLOPEDIA.
RETRIEVED FROM IMPORTANT
STATISTICS**

**YOUTH ENGAGEMENT IN LARGE CONFERENCES:
WIKIPEDIA CONTRIBUTORS. (N.D.). NORTH AMERICAN YOUTH
CONGRESS. WIKIPEDIA, THE FREE ENCYCLOPEDIA. RETRIEVED
FROM IMPORTANT
STATISTICS**

REFERENCES

EVENT OUTLINE

An event outline is a structured plan that details the key components, activities, and timeline of an event. It serves as a roadmap for organizers and participants, ensuring that all aspects of the event are thoughtfully arranged and executed. By clearly defining each element, an event outline helps in coordinating logistics, aligning team efforts, and achieving the event's objectives effectively.

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
Marian Fisher, Administrative Assistant to the Pastor

Arthur L. Tripp, President
Brittani Pair, Board Secretary
Harry Linder, Board Member
Darryl Fisher, Director of Transportation
Jamie Cunningham, Board Member



Doris T. Cunningham , Vice President
Craine “Steve” Tillman, Treasurer
Sylvia Linder, Board Member
Jimmy McIntosh, Property Overseer
Carolyn McNeill, Financial Secretary

A Christmas Affair

Word of Life Temple Inc.
Date: Saturday, December 14th, 2024 **DJ: TBD**
Time: 6:00 pm – 10:00 pm
Location: James O. Cunningham Family Life Center
Ticket Cost: \$30 per ticket/Salmon, Half Chicken OR Steak
Event Chair: TBD
Budget: TBD

Logistical Information
Host: Roquie Barnett Music: DJ
Volunteers: Planning Team Photography: Raekwon will take
Tables: 40 ((24) Paired together to make 12)
1 Small Table near photo booth
3 Serving Tables | 2 Drink/Dessert Tables | 2 Salad Bar Tables
Chairs: 96

- Dressed in Red and White Tablecloths
- <https://a.co/d/9i8HfhM> - 2 | 6 Pcks. Red Table Cloths
 - <https://a.co/d/cd1nF6n> - 3 | Mini Christmas Tree Centerpieces
 - <https://a.co/d/2kebzr4> - 12 | Christmas Runners
 - <https://a.co/d/52G4rtK> - 2 | 100pes Red Sashes
 - <https://a.co/d/ex3ZEen> - 1 | Christmas Backdrop (15x10 ft)
 - <https://a.co/d/cCMBNrk> - 1 | Christmas Backdrop Polls
 - <https://a.co/d/bP7vUE8> - 1 | Christmas Props
 - <https://a.co/d/7cmxOIK> - 1 | Photo Paper
 - <https://a.co/d/7UDygtX> - 1 | Black Gloves
 - <https://a.co/d/6nCWmtC> - 2 | Black Ink
 - <https://a.co/d/aVdtIK> - 2 | Colored Ink

Christmas Raffle Items

- TV?
- Microwave?
- Mini Fridge
- Gift Cards

Raffle 10 items

Christmas Games

- Christmas Riddle Game
- Christmas Candy Game
- Pass the Gift
- 12 Days of Christmas

Gifts for each game

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 - <https://a.co/d/2TSK4GQ> - 1 | Christmas Raffle Tickets
 - <https://a.co/d/cM6K8s> - 1 | Red Plain Runners

Food and Refreshments – Hospitality committee will cook and serve

- Salmon
- Half Chicken
- T-Bone Steak
- Baked Potato Bar

Christmas Raffle Items

- TV?
- Microwave?
- Mini Fridge
- Gift Cards

Raffle 10 items

Christmas Games

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- Christmas Candy Game
- Pass the Gift
- 12 Days of Christmas

Gifts for each game

Budget Box

\$686 – Décor/Photo
\$1000 – Food
\$400 – DJ
\$150 – Hostess
Total: \$2236
Estimated Att – 150
Total Estimate – \$5000

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Carolyn McNeill, Financial Secretary

Second Game.....7:10PM

Raffle.....

Dinner Served.....7:30PM

Third Game.....8:30PM

Raffle.....

Photos Open Again.....8:50PM

Dancing.....9:10PM

Fourth Game.....9:30PM

Dancing.....9:50PM

Raffle.....

Prayer.....10:00PM

- Butter
- Sour Cream
- Bacon
- Cheese
- Green Onions

Salad Bar

Other Materials and Information:

- We will set up for this; on Sunday, December 1, 2024 | immediately after morning service
- We will order a backdrop to take pictures that night
- The printer will be moved from the sound room to offer prints that night
- The backdrop will be in the left corner near stage
- A DJ will be contracted for the evening
- A hostess will be contracted for the evening

EVENT TIMELINE:

Planning Team & Volunteers Arrive.....5:

Prayer & Prepping Items.....5:

Affair Begins6:

Mix and Mingle

EVENT OUTLINE BREAKDOWN

LETTER HEAD AND IDENTIFIERS

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EVENT OUTLINE BREAKDOWN

BASIC INFORMATION

A Christmas Affair

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Time: 6:00 pm – 10:00 pm

Location: James O. Cunningham Family Life Center

Ticket Cost: \$30 per ticket/Salmon, Half Chicken OR Steak

Event Chair: TBD

Budget: TBD

Christmas Raffle Items

1 TV/2

EVENT OUTLINE BREAKDOWN LOGISTICS

Ticket Cost: \$30 per ticket/Salmon, Half Chicken OR Steak

Event Chair: TBD

Budget: TBD

Logistical Information

Host: Roquie Barnett

Music: DJ

Volunteers: Planning Team

Photography: Raekwon will take

Tables: 40 ((24) Paired together to make 12)

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3 Serving Tables | 2 Drink/Dessert Tables | 2 Salad Bar Tables

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Christmas Raffle Items

1. TV?
2. Microwave?
3. Mini Fridge
4. Gift Cards

Raffle 10 items

Christmas Games

1. Christmas Riddle Game
2. Christmas Candy Game
3. Pass the Gift
4. 12 Days of Christmas

Gifts for each game

EVENT OUTLINE BREAKDOWN

FOOD AND REFRESHMENTS

Food and Refreshments – Hospitality committee will cook and serve

- **Salmon**
- **Half Chicken**
- **T-Bone Steak**
- **Baked Potato Bar**

EVENT OUTLINE BREAKDOWN

EVENT TIMELINE/SCHEDULE

Second Game.....7:10PM

Raffle.....

Dinner Served.....7:30PM

Third Game.....8:30PM

Raffle.....

Photos Open Again.....8:50PM

Dancing.....9:10PM

Fourth Game.....9:30PM

EVENT OUTLINE BREAKDOWN MARKETING



EVENT OUTLINE BREAKDOWN DIAGRAM OF SETUP



EVENT OUTLINE BREAKDOWN

DUTY ROSTER AND OTHER MISCELLANEOUS ITEMS

- Butter
- Sour Cream
- Bacon
- Cheese
- Green Onions
- Salad Bar

Other Materials and Information:

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- A DJ will be contracted for the evening
- A hostess will be contracted for the evening

EVENT TIMELINE:

Planning Team & Volunteers Arrive.....	5:00PM
Prayer & Prepping Items.....	5:15PM
Affair Begins	6:00PM
Mix and Mingle	
Photos Open.....	6:15PM
Invocation.....	6:30PM
Raffle.....	
First Game.....	6:35PM
Dancing.....	6:50PM

The top corners of the image feature decorative geometric patterns. On the left, there are several overlapping triangles and a thin diagonal line in various shades of blue. On the right, there are similar overlapping triangles and a thin diagonal line, also in shades of blue.

IDO

The top corners of the image feature decorative geometric patterns. On the left, there are several overlapping triangles and a thin diagonal line in various shades of blue. On the right, there are similar overlapping triangles and a thin diagonal line, also in shades of blue.

WE DO

The image features a dark blue background with the text 'YOU DO' in a large, white, sans-serif font. In the top-left and top-right corners, there are decorative elements consisting of overlapping, semi-transparent geometric shapes, primarily triangles and squares, in various shades of blue. These shapes are arranged in a way that suggests movement or a dynamic design.

YOU DO

The image features a solid dark blue background. In the top-left and top-right corners, there are decorative elements consisting of overlapping, semi-transparent light blue geometric shapes, primarily triangles and parallelograms, some with thin white lines intersecting them.


GROUP

The image features a solid dark blue background. In the top-left and top-right corners, there are decorative elements consisting of overlapping, semi-transparent light blue geometric shapes, primarily triangles and parallelograms, some with thin white lines intersecting them.

GROUP



THANK YOU

 123-456-7890

 hello@reallygreatsite.com