

June 17, 2020

Dear Ministry Leader

WE continue to experience a pandemic which is something almost all of us never endured. This current experience amplifies our need to plan, prepare and execute the coming year church budget so we are able to do whatever the Lord directs us to do, as He is the light that will lead us through whatever comes our way in the coming year.

Keep in mind your ministry's objectives and work that you and your ministry members plan to accomplish by bringing more souls into that Lord's kingdom. We know much thought and effort go into the preparation of your ministry's budget.

Church management recognizes many of the church expenditures such as utilities, building and vehicle insurance, maintenance of church property. These expenditures are essential and vary from year to year and must be taken care of so the doors of the church may stay open.

Any questions regarding this package may be directed to your assigned trustee. You will find your assigned trustee contact information in this package.

God Bless You,

Sally A. L. Edwards, Budget Officer

Trustee



## MINISTRIES AND TRUSTEE REPRESENTATIVES

(Contact Information)

### ANTHONY NOBLE

(303) 358-1098 or [anthonyrnable@gmail.com](mailto:anthonyrnable@gmail.com)

Church in the Park	Bro. Claude McPherson
Counseling	Rev. Walter McMillian
Culinary	
Job	Sis. Sharon Simpson
Music	Bro. M. Roger Holland II
Nominating	
Pastor	Rev. Davis
Revival/Church Anniversary	Rev. Davis/Exec Committee

### NINA DUKE

(303) 364-3472 or [nina.mcane@kp.org](mailto:nina.mcane@kp.org)

Altar Guild	Deaconess Theresa Guinyard
Media	Deacon Andre' Jackson
St. Luke 14:21	Sis. Cynthia Bronson
Transportation	Sis Olivia Grove-Jones
Vacation Bible School	Sis Cynthia Bronson

SALLY EDWARDS

(303) 388-6024 or [sallyal.edwards@gmail.com](mailto:sallyal.edwards@gmail.com)

Family Resource

Sis. Sharon Simpson

Health

Statistician

Sis. Hattie Reeves

ROXANNE GARLINGTON

(303) 898-8861 or [roxannegarlington@comcast.net](mailto:roxannegarlington@comcast.net)

Block Party

Bro. Claude McPherson

Grant Writing

Sis. Clementine Pigford/Sis. Hattie Reeves

History

Sis. Clementine Pigford/Deac/Trust Annette Groves

Media

Deacon Andre' Jackson

Publicity

Sis. Carrie Braswell

Usher

Bro Hendrix Lewis

Youth

Sis. Angela Davis

ANNETTE GROVES

(720) 277-3363 or [trebleok@comcast.net](mailto:trebleok@comcast.net)

Nursery

Retirees

Solace

Sis. Delyette Jackson

CLAUDE McPHERSON

(720) 271-5303 or [insurem@comcast.net](mailto:insurem@comcast.net)

Deacon	Deacon Michael D. Sanderson
Laymen	
New Members	Deacon Michael D, Sanderson

RENETTA PERRY-WAUGH

(720) 236-7727 or [renettap@aol.com](mailto:renettap@aol.com)

Dance	Sis. Ken'Nae Barber
Deaconess	Deaconess Vivian Beanum
Evangelism	Bro. Claude McPherson
Scholarship	Sis. Tamara Fletcher

ERICA SANDERSON

(303) 883-1337

Children	Sis. Angela Davis
Sunday School	Rev. Willie Peacock
Tutorial	Sis. Sharon Simpson

## BUDGET PREPARATION HINTS

1. **Review current year's budget line items –**
  - a. How many of the planned ministry activities have been held? May not be able to rely on this history due to the pandemic.
  - b. Was the attendance at the activities as planned?
  - c. If the activities were not well received should the activity be changed or cancelled for the coming year?
  - d. Has time brought about a need for change?
  - e. Did the activity win souls for Christ?
2. **Discuss activity/activities with your ministry participants prior to submitting your budget.** Please emphasize the intended purpose for ministry investments, what is to be reaped from the investment and how does the ministry foresee growth.
3. **Ministry members should be on one accord of activities to be held during the year.**
4. **Base ministry investment(expenditure) on number expected to be in attendance.** (The word investment is used because we are expecting Kingdom Growth (return from the activity))
  - a. For example: Attendance at your April function was 25. The cost of materials was \$25.00. All materials purchased were used. It appears for each person in attendance one could estimate the cost to be \$1.00. Based on an increase of 5 more participants next year, the budget request may be \$30.00. Managing all funds wisely cannot be over emphasized.
5. **Reference Activity Expense Reports** submitted to Trustee Ministry for amounts invested if you need help determining the amount to be budgeted or utilized, call your budget representative listed in this package.
6. **Itemize cost by materials.**
  - a. For example: The ministry activity calls for class materials, refreshments, and nametags. You may desire to list the major materials by line items, such as books, audio or videotapes, certificates, incentives, etc.

7. **Make one line item for each ministry function** to be held during the church year. The church year is from October through September. You may use any line item number(s), such as 303 Ministry, 303.1 – Books, 303.2 – Spiritual Retreat, or 1, 2, 3. Which-ever is best for you.
8. **Remember it maybe possible your ministry's activity could be combined with another ministry's activity and achieve your ministry's desires.**
9. **Remember, "Plan your work** (what the ministry plans to accomplish this church year) **and Work your plan** (execution of your ministry events)."
10. The trustee ministry wants to encourage you to submit your expense reports regarding your activities to help the trustee ministry better manage the church's money. Now this requires teamwork by the ministries and the trustees.





## **PROPOSED TRUSTEE BUDGET TIMETABLE**

<u>Action to be Taken</u>	<u>Date</u>
1. Trustee ministry review proposed budget packets (2 <sup>nd</sup> Saturday in May )	May 2020
2. Trustee ministry's final approval of budget packets (2 <sup>nd</sup> Saturday in June)	June 2020
3. Trustee Ministry compiled budget line items the ministry is responsible for (2 <sup>nd</sup> Saturday in July)	June 2020
4. Notice in Church Bulletin, informing leaders to Start planning next year's ministry budget with ministry members (2 <sup>nd</sup> Sunday in July)	July 12, 2020
5. Church Leader's proposed budget submission Deadline (1 <sup>st</sup> Monday in August)	August 3, 2020
6. All ministry's proposed budgets should be provided To the budget officer for compilation of proposed Budget not later than	August 14, 2020
7. Present proposed budget to Trustee Ministry (2 <sup>nd</sup> Saturday in September)	September 12, 2020
8. Present proposed budget to church leaders (3 <sup>rd</sup> Thursday in September)	September 17, 2020 6:30 P.M.
9. Present proposed budget to Joint Board (4 <sup>th</sup> Thursday in September)	September 24, 2020





