

# NEW OAK GROVE MISSIONARY BAPTIST CHURCH

Established 1862: From an Acorn to an Oak

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REVEREND TYRONE L. JOHNSON, PASTOR

## MINISTRY BUDGET INFORMATION

### Subject: Ministry Budget Requests

Ministry Leaders,

Current ministry leaders should *work together with newly elected leaders* to complete the ministry's budget. *Note that both leaders must sign off on the budget submitted.* Completed budget information forms should be submitted by *the 3rd Sunday* in September each year.

Please adhere to the following budget guidelines:

- Plan activities and events that your ministry will sponsor in the upcoming year. Assess the ministry's needs according to the ministry's mission statement and purpose, and activities and events planned.
- Don't forget often overlooked expenses such as paper products, programs, and videographer, etc..
- Be specific, itemize expenses. The purpose of each expense should be clear.
- Gifts/Donations cannot be given to persons already compensated by the church for the same services. Any gifts or donations to those persons must be paid out of pocket.
- Non budgeted items must be approved by the Budget Committee or Chairman Deacon. Please contact your ministry's deacon with any questions or concerns.
- See the chart below for maximum expenses/allowances:

Item/Explanation	Maximum Allowances
<b>Meals</b>	\$150.00 per year
<b>Paper Products for Repasts</b>	\$ 75.00 per year
<b>Gifts to Other Church Ministries</b> <i>Choir and Usher Anniversaries, etc.</i>	\$35.00 per event
<b>Gifts to Guest Ministers</b> <i>*Pastor will make the determination if this amount is to be a different amount.</i>	\$200.00 per event
<b>Master/Mistress of Ceremony</b>	\$40.00 per event
<b>Gifts to Guest Minister of Music</b> <i>*Only the minister of music will be compensated by the church.</i>	\$50.00 per event
<b>Flowers/Décor</b>	\$50.00 per event
<b>Other:</b> <i>Please explain in detail.</i>	
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