



Zion Canaan BAPTIST CHURCH

2021 Ministry Planning

PURPOSE STATEMENT: To evangelize the unsaved and bring them into fellowship with other believers; equipping them to become mature Christians, cultivating their ministry gifts and providing opportunities for them to magnify God and fulfill their life mission.

It is time to start the process of budgeting for 2021. Attached is the form you will need to complete and submit to the Stewardship Ministry as we develop the budget for the upcoming year. Please note that the form is divided into two sections. The first section provides you with space to list the plans/activities for your ministry in the upcoming year. The second section is used to identify proposed expenditures.

You should list these items in order of priority.

As a guide to your budget request:

1. Use your 2020 budget as a guideline. Stewardship has decided that budgets will be approved up to the same amount as 2020 however, you need to explain and justify all expenditures. In other words, if your ministry was approved \$1500 for 2020, your 2021 budget will not exceed \$1500.
2. Budget requests should specifically be in line with the ZCBC Purpose Statement and meet your ministry goals.
3. No budgets automatically carry forward; all ministries that plan to spend money must submit an itemized budget request.

Proposed Budgeting Timeline:

August 15, 2020 Budget request forms distributed to the ministry directors

October 30, 2020 Budget requests due from ministry leaders to the Financial Secretary

November 2020 Proposed budgets reviewed/finalized and approved by Stewardship Ministry

Please submit your completed budget request form no later than Friday, October 30th. Options for submitting are 1) emailing the completed form to finance@zioncanaanbaptist.org or 2) dropping it off with the church secretary. To encourage social distancing, option 1 is the preferred method.

Your prayerful and timely completion of these items is greatly appreciated.

In Christ,

Aiysha Anderson Holliday
Stewardship Chair



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SECTION II

Activity: _____

Required Space: (check all that apply): Sanctuary () Classroom () Fellowship Hall ()

Anticipated Revenue	Anticipated Income
Registration Fee \$ _____ x # of Participants:	\$ _____
Donations:	\$ _____
Other sources:	\$ _____
Total Anticipated Revenue:	\$ _____

Anticipated Expenses	Total Anticipated Costs
Event Registration Fee \$ _____ x # of Participants	
Lodging \$ _____ x # Rooms _____ x # of Nights _____	
Deposit Amount: _____ When needed: _____	
Breakfast \$ _____ x # of People _____	
Lunch \$ _____ x # of People _____	
Dinner \$ _____ x # of People _____	
Transportation:	
Other:	
Other:	
Total Anticipated Expenses:	