



Worship Service / Special Event Planning Worksheet
 Mount Calvary Baptist Church | 2221 Emmett Drive | Alexandria, VA 22307
 Reverend Dr. Elton P. Wilson - Interim Pastor

Please complete all categories and email to the Church Administrator 90 days prior to service/event date; mbcadmin@verizon.net

Please complete the following information

Ministry Name:	Point of Contact:
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Date of Service/Event:	Location Request - circle	Sanctuary	Fellowship Hall	Education Building
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Time of Service/Event:	Type of Service/Event:
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Theme:	
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Scripture Reference:	
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Please name two (2) individuals for each service segment, please do not communicate with the individuals until approval is granted

	Person #1		Person #2
Worship Leader			
Scripture			
Invocation			
Welcome			
Introduction of Speaker			
In House Preacher / Facilitator	Rev. Wilson will appoint		Rev. Wilson will appoint
Guest Preacher / Facilitator	Rev. Wilson will appoint		Rev. Wilson will appoint

If you are using music or video material from a social media resource, please download the material prior to the scheduled activity date. It's important to download the material in advance to avoid any activity delays.

If event registration, flyers or social media advertisements are required, please contact the Administrative Office Manager and Social Media Ministry 90 days before the service/event.

IF YOU ANSWER YES, PLEASE NOTIFY THE CHURCH ADMINISTRATOR WITHIN 14 DAYS AFTER CONTACTING THE MINISTRY

Are you requesting the Drama Ministry? Yes / No If yes, please contact the drama ministry chairperson 90 days prior to the scheduled service.

Are you requesting the Dance Ministry? Yes / No If yes, please contact the dance ministry chairperson 90 days prior to the scheduled service.

Are you requesting the Audio and/or Music Ministry? Yes / No If yes, please contact the Music Ministry Director 90 days prior to the scheduled service.

Are you serving a meal and does it require the Culinary Team? Yes / No If yes, indicate the anticipated headcount, coordinate the preferred menu serving with the Culinary Team.

Do you plan to use decorations or order supplies? Yes / No If yes, all decorations should be removed and packaged up for storage at the conclusion of the service. Supply orders must be completed 90 days prior to the scheduled service.

Please provide information relating to the set up requirement in the sanctuary or fellowship hall. For example, table and chair count, set up arrangements or any assistance from the Trustee Ministry.

Date Received: _____

Date Approved: _____