7 Steps For Successful Church Events

WORKSHOPS
BY MINISTRYLIBRARY

Notes don't change anything.

MinistryLibrary

with Deborah Ike

In this **Application Guide**, we will help get you and your team ready for your next big church event. Events can be such a vital part of reaching our community, but nobody, I mean nobody, I mean not even you wants to attend a poorly planned or lame event. And on the flip side, you don't want to put unnecessary stress on your staff and volunteers just to make sure the event is a good one. Cause guess what, next time an event comes around, your staff and volunteers will dread getting involved instead of being excited.

After watching Deborah's video, start working through this guide. You might choose to do it along as a leadership team so that you can work to incorporate better vision focused events, or you might hand off this guide to an event coordinator and their team to work through. This guide will help you think through some of your past events and make a plan for the future. Also, be sure to download our **Event Planning Worksheet** and **Event Coordinator Checklist**.

Event Assessment Questions:

List what events does your church typically run on a yearly basis?
What is the vision/purpose for each of these events?
6 6 2 2 2 2 2 2 2 2
What are the top 3 most successful of these events? Why?

ACTIONSTEPS

Don't t	ake	notes,	take	action!
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DUE DAT	TE			
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List the top few barriers that your church faces when running an event.	
What adjectives would you use to describe the planning process of most of your events?	DUE DATE
What are the biggest contributing factors for this?	
In light of your vision, which of your event(s) is most successful?	DUE DATE
In light of your vision, which of your event(s) is least successful?	
So maybe you're finding out that you either run way too many kwazi successful events, or maybe you're running so many different events that you are hindering some events from being very successful. Before you decide to start adding new events or dropping old ones, take some time to evaluate each event and it's success rate.	
There are three basic ways you could help free up some time, energy, and resources from event.	DUE DATE
Reduction : The first step you can take is reduction. Instead of cutting the event completely out, you can decide to reduce certain aspects that are bogging down the program and making it complex. Combination: Sometimes there are multiple events that are similar in many ways. Although there might be some differences between them in how they operate, they both exist in order to accomplish a common goal and vision. When these similar events are identified they should be joined together into one big event if possible. This frees up volunteers, time, resources, and it still accomplishes the vision, but in a much more efficient and successful way.	

Elimination : This one needs very little explanation. If you simply have too many events going on you need to cut some of them out. Just like a healthy tree, you have to prune branches so that the branches which are producing fruit will receive more nutrients.	
Take your list of events from above and go through the questions supplied below. Once finished, you will be able to adequately evaluate all your events side by side and determine your next actions.	
Event	DUE DATE
Number of Staff/Volunteers Needed	
Time needed to set up/prepare	
Vision/goal of event	
Event	
Number of Staff/Volunteers Needed	DUE DATE
Time needed to set up/prepare	
Vision/goal of event	
Event	
Number of Staff/Volunteers Needed	
Time needed to set up/prepare	
Vision/goal of event	DUE DATE
Event	
Number of Staff/Volunteers Needed	
Time needed to set up/prepare	
Vision/goal of event	
	DUE DATE

Event	
Number of Staff/Volunteers Needed	
Time needed to set up/prepare	
Vision/goal of event	
Event	DUE DATE
Number of Staff/Volunteers Needed	
Time needed to set up/prepare	
Vision/goal of event	
Event	
Number of Staff/Volunteers Needed	DUE DATE
Time needed to set up/prepare	
Vision/goal of event Event	
Number of Staff/Volunteers Needed	
Time needed to set up/prepare	
Vision/goal of event	DUE DATE
Event Evaluation Questions:	
Which event takes up the most volunteers?	
How can you reduce the number of volunteers needed for that program?	
	DUF DATE

Which event pulls the most money and resources?	
Have the results of this event been worth the amount of energy and resources poured into it?	
Which events can you take through the reducing process?	DUE DATE
What things need to be reduced in them?	
	DUE DATE
What events share a similar purpose and can be combined?	
What events do you need to consider eliminating?	DUE DATE
Why do they need to be eliminated?	
	DIEDATE