



# WORD FOR LIFE CHURCH MINISTRIES

11519 Ft. Washington Road, Ft. Washington, MD 20744-5831

301-292-2066 | [wordforlifechurch.org](http://wordforlifechurch.org)

## 2025 Ministry Planning and Financial Advance Request Form

Ministry or Group Sponsoring the Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

How does this event align with WFLCM's discipleship and outreach efforts? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ministry Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Desired Date(s): \_\_\_\_\_ Time of Event: \_\_\_\_\_  
(Event approval is subject to pastoral confirmation)

### **BUDGET**

Finances: \_\_\_ Budgeted \_\_\_ No Funds Required \_\_\_ Funds to be obtained from other resources  
(Mark the appropriate response and, if necessary, provide the \$\$ amount.)

Itemize Expenses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Financial Gain:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Projected Number of Participants: \_\_\_\_\_ Total: \$ \_\_\_\_\_

Event to be held: Hybrid (in-person and virtual): \_\_\_ Virtual only: \_\_\_ Live Stream: \_\_\_ Zoom Required: \_\_\_

Facilities Needed: \_\_\_ Sanctuary \_\_\_ Kitchen \_\_\_ Conference Room \_\_\_ Church Exterior Grounds

Publicity/PR Venue: \_\_\_ Website \_\_\_ Social Media \_\_\_ Newspaper \_\_\_ Flyers/Posters \_\_\_ Radio/TV

Target Age Group: \_\_\_ Pre-School/Youth \_\_\_ Pre-Teens \_\_\_ Teens \_\_\_ Young Adults \_\_\_ Older Adults \_\_\_ Senior Adults  
(3-5) (6-9) (10-12) (13-17) (18-35) (36-59) (60 and older)

Transportation: \_\_\_\_\_ Bus(es) Reserved \_\_\_\_\_ Van(s) Reserved \_\_\_\_\_ Driver(s) Enlisted

Ministry Leader should obtain the Director's signature and email the form to the Trustee Chair at: [ddfarrow@aol.com](mailto:ddfarrow@aol.com)

1. Ministry Leader: \_\_\_\_\_  
SIGNATURE / DATE

2. Ministry Director: \_\_\_\_\_  
SIGNATURE / DATE

3. Chair, Trustee Ministry: \_\_\_\_\_  
SIGNATURE / DATE

4. Approval/Disapproval: \_\_\_\_\_  
(Senior Pastor) SIGNATURE / DATE