

BUDGETS & EVENTS

PLANNING A BUDGET

Learning to budget thoroughly and carefully is the sign of an excellent leader. Treasurers respect leaders who can plan an honest budget and work within it. You are much more likely to get support from treasurers and boards when you present an accurate plan of the program, what you need to implement it, and then do so within the budget.

It is wise to budget a little more rather than a little less. After you have finalized the total cost of your expenses, include a ten percent contingency amount for unforeseen expenses.

Do your homework. Find out how much things will cost. If someone has done it before you, review what they needed money for and what was paid for various items.

Remember, every budget is different because every program and event is different. Increased participation will also increase the cost from event to event and program to program.

Some leaders prefer not to use a budget and just handle the finances themselves. But this removes Children's Ministry from the overall ministry of the church. If Children's Ministry isn't in the overall church budget, you are probably the one to attend church board meetings and work with the finance committee to include it. You may need to supplement the budget with special donations. By working those through the church channels, you incorporate Children's Ministry as part of the overall ministry of your church. Sometimes this seems like more of a hassle than its worth, but including children in your church's ministry is about inclusion, not efficiency.

Items that need to be included in your budget, depending on the event or program:

- » Supplies
- » Equipment (rent, purchase)
- » Food
- » Promotion/advertising
- » Venue (free or fee?)
- » Travel expenses?
- » Guest expenses (travel, lodging, honorarium)?
- » Other: _____