

BIBLE WAY FELLOWSHIP BAPTIST CHURCH

Church Calendar Revision

Person Requesting Revision: _____ Date _____ Ministry/Department: _____

Bible Way Fellowship Baptist Church's master calendar is assembled once a year during our budget preparation time. All ministries work very diligently to plan all of their activities for the entire year, and from this effort, we get an approved master calendar. This calendar becomes our schedule of activities to promote this ministry's Mission, Vision, Goals, and Objectives.

Understanding that there will always be a reason to make revisions, this form has been created to track the revisions, and safely move them through our system to affect changes to our calendar. **Please note:** No change can be made to the church's calendar without this form being properly completed and executed through the approval process.

Ministry Change

Event: _____

Original Approved Date: _____

Proposed Date: _____

Original Time: _____

Proposed Time: _____

Original Location: _____

Proposed Location: _____

Removal of Event

Event: _____

Reason for removal/deletion: _____

Approvals & Signatures

Ministry Team Director Approval (L2): _____

Date: _____

Senior Director Approval: _____

Date: _____

Quality Control

Complete

Incomplete

Date & Initials: _____

Date & Initials: _____

Re-routed to: _____

Re-routed to: _____

Reason for re-routing: _____

Reason for re-routing: _____

Operations Use Only

Received Date: _____

Initials: _____

Completed Date: _____

Date Requestor Notified: _____

Distribute copies to all listed under Approval & Signatures once the request has been completed. File the original form in the respective binder.