1st Free Will Baptist Church of Park Hills

Ministry Event and Trip Approval

FRM-006 | RELATED POLICY: Ministry Event and Activity Safety Policy; Church Transportation and Vehicle Use Policy

Use to document ministry event planning and the approvals required for the specific activity. Overnight events involving minors require General Board approval.

01 Event overview

Event / trip name

Ministry / sponsoring group

Event leader and contact

Date(s) / start and end times

Location / destination

Expected number of participants

Purpose and brief activity description

- ☐ Church property
- ☐ Participants under 18
- ☐ Overnight
- ☐ Transportation needed
- ☐ Off campus
- ☐ Vulnerable adults
- ☐ Higher-risk activity
- ☐ Outside vendor / speaker

02 People and supervision

Ministry leader responsible

Estimated adult volunteers / participants

Supervision plan (including approved workers, grouping, visibility, and any overnight arrangements)

03 Transportation (if applicable)

Destination / departure and return schedule

Vehicle type / number of vehicles

Approved driver(s), vehicle arrangements, and parent/guardian communication plan

04 Safety and logistics

- ☐ Parent permission / medical forms planned
- ☐ Emergency contacts available
- ☐ First-aid plan / supplies
- ☐ Appropriate supervision
- ☐ Weather / cancellation plan
- ☐ Insurance / facility needs checked

Known risks and response measures (water, physical activity, tools, off-site care, overnight, etc.)

Estimated budget or expenses

Funding / approved budget reference

Facility / equipment / food / technology needs

Communication plan / contact person

05 Approval record

Submitted by

Date submitted

- ☐ Approved by ministry leader
- ☐ Referred to General Board
- ☐ General Board approval required (e.g., overnight)
- ☐ Revisions requested

Approving leader / decision

Approval date

General Board action / reference (when applicable)

Date of Board action

Approval conditions, required changes, or follow-up