

Maddoxtown Baptist Church Activity – Six-Week Plan

Prior to any activity happening at Maddoxtown Baptist church all members will need to follow the Six-Week Plan. The plan needs to be instituted and presented to Pastor Travis and PIC committee.

Time	Item	Designated Person(s)
6 weeks prior	<ul style="list-style-type: none"> • Get charge/theme from Pastor/PIC committee • Get budget from Pastor if necessary • Tentative plan in motion to present to PIC committee 	Ministry President or designated person
5 weeks prior	<ul style="list-style-type: none"> • Tentative plan should be presented to ministry group or designated person(s) • Obtain commitment from Ministry group or designated person(s) 	Ministry President or designated person
4 weeks prior	<ul style="list-style-type: none"> • All materials need to be organized/purchased or plan for purchasing • Any budget items needed to be secured with Pastor and Trustees • Announcement needs to be into church bulletin 	Pastor, PIC, Trustees Church Secretary
3 weeks prior	<ul style="list-style-type: none"> • Dress rehearsal – all people involved should know their places and jobs that they need to perform • Obtain commitment from the members needed to attend 	Ministry President or designated person
2 weeks prior	<ul style="list-style-type: none"> • Handle incidentals – supplies organized, change personal of those who cannot perform, etc. 	
1 week prior	<ul style="list-style-type: none"> • Rest and get ready • Check on all people involved 	

**Maddoxtown Baptist Church
Activity – Six-Week Plan
Worksheet**

Time	Duties	Process	Results
6 weeks prior			
5 weeks prior			
4 weeks prior			
3 weeks prior			
2 weeks prior			
1 week prior			