

First Missionary Baptist Church

Ministry Profile and Budget Request Form



Fiscal Year 2027

Effective ministry planning requires both a clear vision and responsible stewardship of resources. The Ministry Profile and Budget Request Form provides each ministry with the opportunity to articulate its plans and priorities for the coming year while identifying the financial resources needed to accomplish its goals. The Ministry Profile will be reviewed with the Pastor during a scheduled consultation, and the Budget Request will be considered by the Budget and Finance Committee after receiving the Pastor's recommendations. To ensure a complete review process, all sections of this document must be completed before submission. Incomplete forms will be returned.

PART 1 - MINISTRY PROFILE

Directions:

- *Part 1 is completed by ministry leaders on an annual basis in preparation for consultation with the Pastor.*
- *Only the President and Vice-President are required to attend the consultation. Secretaries, treasurers and other officers may attend but are not required.*
- *Be prepared to stay 45-50 minutes for the consultation.*

PART 2 - BUDGET REQUEST

Directions:

- *Part 2 is completed by ministry leaders on an annual basis to request funding from the Church Budget.*
- *Enter proposed activities and expenses under the applicable sections related to your ministry.*
- *Complete, sign and return the document by email to ministryadmin@fmbc.org or to the church office in person.*

DUE: Friday, October 9, 2026 by 5:00 p.m.

Submitted by:

Ministry Leader

Date

First Missionary Baptist Church

Ministry Profile and Budget Request Form



HOW TO USE THIS DOCUMENT

The pages that follow are one document, completed once each year and used by both the Pastor and the Budget and Finance Committee. Directions for each page appear on that page. Complete the white cells only. For electronic submissions, subtotals and totals will auto calculate.

PART 1 - MINISTRY PROFILE

Pages	Ministry Profile
Covers	Officers, ministry purpose and goals, in-reach and outreach focus, meeting schedule, proposed events and study materials.
Goes to	ministryadmin@fmbc.org
When	Friday, October 9, 2026 by 5:00 p.m.

PART 2 - BUDGET REQUEST

Pages	Budget Request, Activities and Expenses, Event Expense Detail, Revenue and Summary
Covers	Ministry contact information, proposed activities and expenses by Chart of Accounts, the event drill-down for annual days and special programs, revenue sources and the budget summary.
Goes to	ministryadmin@fmbc.org
When	Friday, October 9, 2026 by 5:00 p.m.

PART 3 - BUDGET REQUEST STATUS

Pages	Budget Request Status
Covers	Completed and returned by the Budget and Finance Committee showing the approved amount by account. No ministry entry is required on this page.
Goes to	Returned to the ministry leader
When	After the Annual Church Business Meeting

BEFORE YOU SUBMIT

- Ensure both parts are complete and no required field is blank.
- The declaration on the Budget Request page is marked.
- The document is signed and dated by the ministry leader(s).

Due Friday, October 9, 2026 by 5:00 p.m.. Requests received after the deadline may not receive a budget.

First Missionary Baptist Church

Ministry Profile (2027)



Name of Ministry _____

Consultation Meeting Date & Time _____

MINISTRY OFFICERS

Office	Name	Telephone	Email Address
President / Chair			
Vice-President / Co-Chair			
Secretary			
Treasurer (optional)			
Chaplain (optional)			
Other:			

FIRST MISSIONARY BAPTIST CHURCH MISSION STATEMENT

First Missionary Baptist Church, under the Lordship of Jesus Christ and by the power of the Holy Spirit,
exists to:

Worship and Praise God.

Proclaim the Gospel to everyone.

Lead People to Christ through systematic witnessing and sharing our faith at home and abroad.

Train and nurture each disciple as mandated by Christ in Matthew 28:19-20 and Acts 2:41-42.

Be loving, just, kind, and forgiving, always encouraging each other to be more like Christ.

Seek to be a servant Church as Christ was a Servant Lord.

Embrace our ethnicity with thanksgiving to God for who we are and with appreciation for all other ethnic groups, always remembering that God made us all in His image and after His likeness.

Briefly describe the ministry activities completed and/or planned during the current year.

First Missionary Baptist Church

Ministry Profile (2027)



MINISTRY STRUCTURE - STATEMENT OF PURPOSE

What is the purpose and plan for the ministry or committee for the next fiscal year? Please share these thoughts with the members of the ministry or committee.

MINISTRY STRUCTURE - GOAL STATEMENTS

Be specific and list at least three (3) achievable goals and initiatives. Please share these thoughts with the members of the ministry or committee.

First Missionary Baptist Church

Ministry Profile (2027)



MINISTRY STRUCTURE - IN-REACH FOCUS

What is the primary area of impact for FMBC? What do you hope to accomplish for your in-reach focus?

MINISTRY STRUCTURE - OUTREACH FOCUS

How will your ministry impact the community, the unsaved and the unchurched? What methods will your ministry employ to engage them?

MINISTRY STRUCTURE - MEETINGS

Outline your ministry meeting schedule.

MINISTRY STRUCTURE - EVENTS

List the title and proposed date of each event or program the ministry plans for the year. An Event Planning Guide is required for each event listed.

Proposed Event or Program	Proposed Date(s)

First Missionary Baptist Church

Ministry Profile (2027)



STUDY MATERIALS / BOOKS

List any book, including the author's name, that will be used for regular study in your ministry. Materials must be approved by the Senior Pastor and/or the Christian Education Director.

Title	Author

Consultation Completed on _____

Ministry Leader Co-Leader

Senior Pastor

First Missionary Baptist Church

Budget Request Form (2027)



Directions:

This form is to be completed by ministry leaders on an annual basis to request funding from the Church Budget. Please complete the document in its entirety; incomplete documents will be returned.

Request Date

Ministry or Committee

Ministry Leader of Ministry or Committee

Ministry Leader Telephone Number

Ministry Leader Email Address

Staff Contact for the ministry or committee

Total number of active persons in the ministry or committee.

Please select one that applies to the ministry or committee:

- ☐ Ministry requests no budget because it has no expenses.
- ☐ Ministry requests no budget because it is self-sustaining.
- ☐ Ministry requests a budget explained in detail below.

IMPORTANT CONSIDERATIONS

The Church Budget is more than just a set of numbers relating to the expenses of particular ministries. The Church Budget is the annual mission plan for the church and is one of the most important documents for detailing the financial commitments of First Missionary Baptist Church. We hope the budget request is prepared prayerfully and thoughtfully to best carry out the ministry or auxiliary programs mission in alignment with the mission of First Missionary Baptist Church.

Please think ahead. Throughout each year, begin compiling a list of expenditures that the ministry or committee will require for the next fiscal year. Please contact the Financial Comptroller for a Budget and Expense Review of the current years ministry or committee expenses, if needed. Please allow five (5) business days to receive the report after the request is made.

Please complete this form and submit online to ministryadmin@fmbc.org by the requested date noted above. If the church office is not in receipt of the budget request before the deadline, the ministry or committee may not receive a budget or may be placed under the direction of the church office.

First Missionary Baptist Church

Budget Request Form - Ministry Activities and Expenses by Account



Please enter the proposed ministry activities and expenses below in the applicable sections. Not all sections will be used by every ministry.

Complete the white cells only. Enter date(s) and participants for activities; # of times and individual cost for items and services. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Subtotals and totals calculate automatically on electronic submissions. Italic "i.e." lines are examples only and are not included in any total.

Ministry Planned Activity or Expense Line Item Community Support, Events, Meetings, Trainings, Conferences, Items	Proposed Date(s) of Activity	Nature or Purpose of Activity or Expense as it relates to the ministry and the church's mission	Estimated # of Participants	# of times purchased throughout fiscal year	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
5010 - BENEVOLENCE (Benevolence Committee Use Only - Budget used for assistance disbursed to members and families in crisis)						
Rent and Mortgage Assistance						
Utilities Assistance						
Food Assistance						
Medical and Prescription Assistance						
Transportation and Vehicle Assistance						
Funeral and Burial Assistance						
Insurance Assistance						
Subtotal - Benevolence (5010)					\$	-
5200 - MINISTRY EXPENSE (Budget for general ministry operating costs not captured in another account.)						
<i>i.e. Leadership Workshop</i>	<i>4/23/2027</i>	<i>Activity will help achieve our initiative of...</i>	<i>50</i>		\$ 25.00	\$ 1,250.00
<i>i.e. Postcards</i>		<i>Item is integral part of our ministry...</i>		4	\$ 25.99	\$ 103.96
Subtotal - Ministry Expense (5200)					\$	-

First Missionary Baptist Church

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Ministry Planned Activity or Expense Line Item Community Support, Events, Meetings, Trainings, Conferences, Items	Proposed Date(s) of Activity	Nature or Purpose of Activity or Expense as it relates to the ministry and the church's mission	Estimated # of Participants	# of times purchased throughout fiscal year	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
5205 - WORSHIP EXPERIENCE (Budget for costs associated with all worship services including baptism, communion, and visitor gifts.)						
Subtotal - Worship Experience (5205)						\$ -
5225 - LITERATURE AND READING MATERIAL (Budget for ministry books, study guides, curriculum, subscriptions.)						
Subtotal - Literature and Reading Material (5225)						\$ -
5230 - EVENT EXPENSE (Budget of annual days and special programs planned by the ministry. Complete the Event Expense Detail sheet only for FMBC annual days.)						
<i>Annual Day Events with a category breakdown - complete the Event Expense Detail sheet. FMBC Annual days are listed on the Event Expense Detail sheet.</i>						
						\$ -
						\$ -
<i>Other events and programs - enter the total cost of each on one line.</i>						
Subtotal - Event Expense (5230)						\$ -

First Missionary Baptist Church

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Complete the white cells only. Enter date(s) and participants for activities; # of times and individual cost for items and services. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Subtotals and totals calculate automatically on electronic submissions. *Italic "i.e." lines are examples only and are not included in any total.*

Ministry Planned Activity or Expense Line Item Community Support, Events, Meetings, Trainings, Conferences, Items	Proposed Date(s) of Activity	Nature or Purpose of Activity or Expense as it relates to the ministry and the church's mission	Estimated # of Participants	# of times purchased throughout fiscal year	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
5235 - MEAL AND FOOD PURCHASES (Budget of food and refreshments for meetings and other activities not included in the Event Expense section.)						
Subtotal - Meal and Food Purchases (5235)						\$ -
5250 - TRAVEL EXPENSE (Budget for ministry airfare, lodging, ground transportation, per diem to outside convention or conferences.)						
Subtotal - Travel Expense (5250)						\$ -
5255 - CONVENTION AND CONFERENCE (Budget for registration and conference fees outside of FMBC campus.)						
Subtotal - Convention and Conference (5255)						\$ -

First Missionary Baptist Church

Budget Request Form - Ministry Activities and Expenses by Account



Please enter the proposed ministry activities and expenses below in the applicable sections. Not all sections will be used by every ministry.

Complete the white cells only. Enter date(s) and participants for activities; # of times and individual cost for items and services. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Subtotals and totals calculate automatically on electronic submissions. Italic "i.e." lines are examples only and are not included in any total.

Ministry Planned Activity or Expense Line Item Community Support, Events, Meetings, Trainings, Conferences, Items	Proposed Date(s) of Activity	Nature or Purpose of Activity or Expense as it relates to the ministry and the church's mission	Estimated # of Participants	# of times purchased throughout fiscal year	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
5265 - TRANSPORTATION AND GAS (Budget of bus or van rental, fuel, parking, or tolls for ministry travel.)						
Subtotal - Transportation and Gas (5265)						\$ -
5310 - SUPPLIES (Ministry supplies that will remain on campus.)						
Subtotal - Supplies (5310)						\$ -
TOTAL MINISTRY BUDGET REQUESTED						\$ -

After prayerfully considering the needs of the ministry of which I serve at First Missionary Baptist Church, I submit to the church the above budget request.

Signature of Ministry Leader _____

Date Signed _____

First Missionary Baptist Church

Budget Request Form - Event Expense Detail (5230)



Complete one section below for each annual day or special program assigned to your ministry, and enter each expense under the applicable category.

Complete the white cells only. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Category subtotals and event totals calculate automatically and carry to account 5230 on the Activities and Expenses page.

Event Expense Line Item Items and services necessary to carryout the event	# of Times Purchased	Nature or Purpose of Expense as it relates to the ministry and the church's mission	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
EVENT 1 - ANNUAL DAY OR SPECIAL PROGRAM				
Event or Annual Day Name			Proposed Date(s)	
Estimated # of Participants				
<i>Facility (rental, set-up, custodial, equipment, extra audio and video costs)</i>				
Subtotal - Facility			\$	-
<i>Publicity (flyers, programs, mailings, advertising)</i>				
Subtotal - Publicity			\$	-
<i>Decor (flowers, linens, table and stage decorations)</i>				
Subtotal - Decor			\$	-
<i>Catering (meals, refreshments, service and rentals)</i>				
Subtotal - Catering			\$	-
<i>Program (speakers, musicians, honorariums, printing)</i>				

First Missionary Baptist Church

Budget Request Form -

Event Expense Detail (5230)



Complete one section below for each annual day or special program assigned to your ministry, and enter each expense under the applicable category.

Complete the white cells only. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Category subtotals and event totals calculate automatically and carry to account 5230 on the Activities and Expenses page.

Event Expense Line Item Items and services necessary to carryout the event	# of Times Purchased	Nature or Purpose of Expense as it relates to the ministry and the church's mission	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
Subtotal - Program				\$ -
<i>Special Recognition (gifts, awards, plaques, tokens of appreciation)</i>				
Subtotal - Special Recognition				\$ -
TOTAL EVENT 1 EXPENSE				\$ -

First Missionary Baptist Church

Budget Request Form - Event Expense Detail (5230)



Complete one section below for each annual day or special program assigned to your ministry, and enter each expense under the applicable category.

Complete the white cells only. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Category subtotals and event totals calculate automatically and carry to account 5230 on the Activities and Expenses page.

Event Expense Line Item Items and services necessary to carryout the event	# of Times Purchased	Nature or Purpose of Expense as it relates to the ministry and the church's mission	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
EVENT 2 - ANNUAL DAY OR SPECIAL PROGRAM				
Event or Annual Day Name			Proposed Date(s)	
Estimated # of Participants				
<i>Facility (rental, set-up, custodial, equipment, extra audio and video costs)</i>				
Subtotal - Facility			\$	-
<i>Publicity (flyers, programs, mailings, advertising)</i>				
Subtotal - Publicity			\$	-
<i>Decor (flowers, linens, table and stage decorations)</i>				
Subtotal - Decor			\$	-
<i>Catering (meals, refreshments, service and rentals)</i>				
Subtotal - Catering			\$	-
<i>Program (speakers, musicians, honorariums, printing)</i>				

First Missionary Baptist Church

Budget Request Form - Event Expense Detail (5230)



Complete one section below for each annual day or special program assigned to your ministry, and enter each expense under the applicable category.

Complete the white cells only. For electronic submissions, the Estimated Cost calculates automatically (# of times x individual cost) - type over it if you only have a total amount. Category subtotals and event totals calculate automatically and carry to account 5230 on the Activities and Expenses page.

Event Expense Line Item Items and services necessary to carryout the event	# of Times Purchased	Nature or Purpose of Expense as it relates to the ministry and the church's mission	Individual Expense Cost (if applicable)	Estimated Cost Use Historical Cost, if needed
Subtotal - Program				\$ -
<i>Special Recognition (gifts, awards, plaques, tokens of appreciation)</i>				
Subtotal - Special Recognition				\$ -
TOTAL EVENT 2 EXPENSE				\$ -

FMBC ANNUAL DAYS

- Easter Sunday / Weekend
- Youth Day / Empowerment Week
- Vacation Bible School
- Missions Sunday
- Men's Day / Weekend
- Church Anniversary / Annual Church Picnic
- Pastoral Anniversary
- Fall Festival
- Women's Day / Weekend
- Annual Christmas Fellowship

First Missionary Baptist Church

Budget Request Form -

Revenue and Budget Summary



Disclaimer: The requested budget submitted by each ministry is not considered approved until affirmed by the FMBC Budget and Finance Committee and the church. All requests are evaluated on budgetary priorities and alignment with pastoral vision and are subject to change as necessary. This form is for planning purposes; final approved amounts will be communicated at a later date.

REVENUE

Does your ministry have any revenue sources?		If yes, list each source and the anticipated amount below.		
Revenue Source	Description / How the funds will be used?	Anticipated Amount		
i.e. Annual bake sale	Proceeds support ministry outreach projects	\$	1,500.00	
TOTAL REVENUE		\$	-	

EXPENDITURES BY ACCOUNT

Chart of Accounts	Notes	Requested Amount
5010 - Benevolence		\$ -
5200 - Ministry Expense		\$ -
5205 - Worship Experience		\$ -
5225 - Literature and Reading Material		\$ -
5230 - Event Expense		\$ -
5235 - Meal and Food Purchases		\$ -
5250 - Travel Expense		\$ -
5255 - Convention and Conference		\$ -
5265 - Transportation and Gas		\$ -
5310 - Supplies		\$ -
TOTAL EXPENDITURES		\$ -

TOTAL BUDGET AMOUNT REQUESTED	<i>Total Expenditures less Total Revenue</i>	\$	-
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First Missionary Baptist Church

Budget Request Form -

Revenue and Budget Summary



Disclaimer: The requested budget submitted by each ministry is not considered approved until affirmed by the FMBC Budget and Finance Committee and the church. All requests are evaluated on budgetary priorities and alignment with pastoral vision and are subject to change as necessary. This form is for planning purposes; final approved amounts will be communicated at a later date.

EVENT RECAP (Recap of account 5230 above - It is not an additional expense)

Annual Day or Special Program

Proposed Date(s)

Event Total

		\$	-
		\$	-
Total - all events (account 5230)		\$	-

MAJOR MINISTRY FUNCTIONS

Are there any other major ministry functions that will significantly impact your bottom-line expense? If so, please explain or list them below.

First Missionary Baptist Church Budget Request Form



Ministry Leaders Budget Reference Guide

The Budget Request Form is to be completed by ministry leaders on an annual basis to request funding from the Church Budget. Please complete the document in its entirety; incomplete documents will be returned.

What Happens Next?



The ministry budget request will be reviewed by the Pastor, Staff Contact, and Comptroller. Budget recommendations will be forwarded to the Budget and Finance Committee for consideration in the annual church budget.



The ministry or auxiliary program final budget approval will be communicated via email to the ministry leaders at the conclusion of the Annual Church Business Meeting.



The budget request may be amended during the review process, please wait for full budget approval before committing the use of church funds.

What Should be Considered?



If ministry leadership is being transferred to a new ministry leader, please ensure the incoming ministry leaders completes the ministry profile and budget request for the upcoming year. Collaboration with the outgoing ministry leader is encouraged.



Donations and contributions to outside organizations are not a ministry function or activity and should not be included in a ministry budget request; those requests are handled by the Pastor and church leadership. Assistance to members and families in crisis is requested by the Benevolence Committee under account 5010.

First Missionary Baptist Church

Budget Request Status



FOR OFFICE USE ONLY

Budget Request received on _____
 Ministry or Auxiliary Name _____
 Ministry or Auxiliary Account _____

Budget Request is:	Approved	Amended and Approved	Denied
	☐	☐	☐

Reason provided for amended or denied requests

Budget Approved as Follows:

Calendar Year: _____

Account Code	Account Description	Requested	Approved
5010	Benevolence	\$ -	
5200	Ministry Expense	\$ -	
5205	Worship Experience	\$ -	
5225	Literature and Reading Material	\$ -	
5230	Event Expense	\$ -	
5235	Meal and Food Purchases	\$ -	
5250	Travel Expense	\$ -	
5255	Convention and Conference	\$ -	
5265	Transportation and Gas	\$ -	
5310	Supplies	\$ -	

Total Approved Budget for Calendar Year	\$ -	\$ -
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First Missionary Baptist Church

Budget Request Status



Reminders for the Ministry or Auxiliary:

The approved ministry budget may be adjusted by account throughout the calendar year within the range of the total approved budget amount.

Ministry and auxiliary activities and expenses require approval. Follow the normal requests and approval guidelines before ministry spending and commitment of church funds.

You may request budget to expense reports at any time during the year from the Financial Comptroller.

Pastor

Date Signed

Treasurer

Date Signed

Financial Comptroller

Date Signed

Church Clerk

Date Signed