



### Individual Idea/Event/Activity Form (IEA)

Purpose and use of this form:

- All members of St. James UMC have gifts and worthwhile suggestions that can't always be heard or implemented for many different reasons. This form is to capture your idea, event or activity and to assist you in presenting it to the proper Ministry Team for thorough review in a timely manner.
- Please complete **all areas** of this form before submitting it to the Ministry Team. If you feel you don't have enough information to develop the plan, talk to other members for their input. Remember, we all have to be accountable for the growth of our church and we can only do this by asking for support.
- The Ministry Teams will schedule the time and date to meet with you regarding your IEA.

1. Name of Idea/Event/Activity \_\_\_\_\_

2. Outline below a plan to implement your idea successfully. Include in the plan **who** should participate, **what** your idea entails, **when** and **where** it will take place and **how** it will be implemented. Projected expenses should also be included.

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3. Decide which ministry your IEA belongs under:

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| <input type="checkbox"/> Audio/Visual        | <input type="checkbox"/> Health Ministry | <input type="checkbox"/> UMM             |
| <input type="checkbox"/> Care & Nurture      | <input type="checkbox"/> Membership      | <input type="checkbox"/> UMW             |
| <input type="checkbox"/> Christian Education | <input type="checkbox"/> Missions        | <input type="checkbox"/> Ushers/Greeters |
| <input type="checkbox"/> Evangelism          | <input type="checkbox"/> Music Ministry  | <input type="checkbox"/> Website Team    |
| <input type="checkbox"/> Fishes & Loaves     | <input type="checkbox"/> P.A.M.          | <input type="checkbox"/> Worship Comm.   |
| <input type="checkbox"/> Grief Share         | <input type="checkbox"/> Stewards        | <input type="checkbox"/> Youth Ministry  |

4. Give completed form to a member of the above Ministry Team. A date and time will be scheduled with you to discuss your IEA within two weeks. If you have a need to meet sooner, please call the team member to expedite the meeting.

Idea/Event/Activity Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

- Accepted
- Needs more work