

SPRINGFIELD BAPTIST CHURCH
4309 AUBURN KNIGHTDALE ROAD
RALEIGH, NC 27610

• **FROM: THE 2027 BUDGET COMMITTEE**

TO: SBC MINISTRIES

Dear Ministry Leaders,

The Budget Committee hopes this letter finds your ministry doing well. It is time for all ministries to prepare and submit their 2027 budget requests, along with a summary of planned ministry activities for the year.

Please include all anticipated activities and expenses that will impact your ministry during 2027. This includes events that may not require funding from SBC, such as retreats, off-site meetings, conferences, ministry trips, outreach efforts, and other ministry programs. Our goal is to receive a complete picture of each ministry's planned activities for the coming year.

Submission Requirements

Activities & Budget Requests: Include all planned 2027 activities and the associated expenses for each event or program.

- **Use of Budgeted Funds:** Funds allocated to a ministry are to be used solely for that ministry and may not be transferred to or used by another ministry.
- **Reference Materials:**
 1. Attachment A provides budget preparation guidelines and instructions.
 2. Attachment B contains a sample budget request from a previous year to assist you in preparing your submission

Deadline, October 1st:

Once your budget has been completed and signed by your Deacon Liaison, please submit it to:

Sis. Deborah Perry, Office Administrator

If you have questions regarding the budget process, please contact the Treasurer, Felicia Woodard at 919-744-5700.

Thank you for your cooperation, diligence, and commitment to serving God's people through your ministry.

"And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ."
Colossians 3:23-24 (NKJV)

Yours in Service,
Felicia Woodard, Budget Committee Chairperson

2027 MINISTRY ACTIVITIES & BUDGET REQUEST FORM

This form is to be completed by auxiliary and ministry leaders to request funding on the church budget.

Please read and note changes as you complete this form in its entirety.

Today's Date ____/____/____ Name of Auxiliary/Ministry/Department _____

Contact Number _____ Person submitting request _____

IMPORTANT CONSIDERATIONS

The budget shall only be used for your ministry mission. Please consult the Constitution & Bylaws for your Ministry's Mission Statement or, if your ministry is not currently listed in the Constitution & Bylaws, refer to your ministry's mission as approved by the Pastor.

PLEASE THINK AHEAD. We hope you will prepare your request prayerfully and thoughtfully to best carry out your ministry's goals for the 2027 Budget year. Once your ministry has outlined its goals for 2027, please discuss those plans with your Deacon Liaison and complete this form. have it signed by your assigned Deacon, then forward it to the Office Administrator (Sis. Deborah Perry), no later than **10/01/27.**

Mandatory 2027 Activity & Budget Working Session: All Ministry Leaders and Deacon Liaisons are required to attend a budget working session on Wednesday, September 23, 2026, at 7:00 PM. This session will provide guidance and assistance in preparing ministry activities and budget requests for 2027.

What are the financial plans of your auxiliary/ministry/department for the next fiscal year?

(BE SPECIFIC: List of goals, initiatives and dates for proposed events that will require church funds.)

Please note your budget must be approved by the Budget Committee, before your ministry proceeds with any plans. Unused funds DO NOT carry over to any subsequent budgets.

(Continue on back)

Itemized expected expense & date anticipated	Amount
Total Budget Amount:	

After prayerfully considering the needs of the auxiliary/ministry/department in which I serve at Springfield Baptist Church, I submit to the church my **requests.**

 Signature of Auxiliary/Ministry/Department Leader

 Date Submitted

 Reviewed By Deacon Liaison

 Date