

****Standard Operating Procedure (SOP)**

Event, Rehearsal & Meeting Space Requests – Gethsemane Baptist Church**

Purpose

To ensure all ministry events, rehearsals, and meetings are scheduled in an orderly, timely, and efficient way. This SOP provides a uniform process for submitting requests, approving building use, coordinating support services, and ensuring the staff is adequately informed and prepared.

1. Overview of Required Forms

A. Ministry Event Logistics Form (*Primary Form for Major Events*)

Captures:

- Event date(s) + time(s)
- Desired room/location
- Event synopsis and purpose
- Media, building, logistics, and hospitality needs
- Marketing needs (flyers, videos, social media, announcements)
- **Estimated budget requirements**

Submission Timeframe:

Must be submitted **1–2 months in advance.**

B. Meeting & Rehearsal Request Form (*Secondary Form*)

Used for:

- Ministry meetings
- Rehearsals
- Small gatherings not requiring major support

Submission Timeframe:

Submit **at least two weeks prior.**

Standing Meetings:

For ongoing, recurring meetings or rehearsals, ministries submit the form **once per ministry year** or when first established. Any changes must be via email to

gbcevents@gethsemanebaptist.org. if changes are needed within 72 hours of the event please call the church office at (757)244-8833.

2. How to Submit Forms

All forms must be submitted digitally.

No verbal, text, or informal scheduling requests can be accepted.

A dedicated page on the church website will house all scheduling forms for easy access.

3. Approval Process

Step 1 — Form Submission

Ministry submits the appropriate digital form.

Step 2 — Calendar Review

Staff reviews availability, conflicts, resource needs, and ministry alignment.

Step 3 — Confirmation or Follow-Up

A confirmation email or request for adjustments will be sent.

Step 4 — Final Approval

Once approved, the event or meeting is placed on the master calendar and logistics are scheduled.

4. Financial Processes, Contracts & Guest Invitations

A. Check Requests

Even when an estimated budget is included on the form:

- **All check requests must be submitted to the Church Office after event approval.**
- This includes payments for food, supplies, honorariums, services, rentals, etc.

- **Even if staff is ordering food** on behalf of the ministry, a check request must still be submitted so that proper accounting and documentation is maintained.

B. Contracts

For any event requiring:

- Artists
- Bands
- Guest speakers
- Vendors
- Service providers

All contracts must be reviewed and signed by the Church Office.

Ministries are **not permitted** to sign contracts or make binding agreements on behalf of the church.

C. Invitation Letters to Guest Pastors & Speakers

All invitations to:

- Guest preachers
- Speakers
- Psalmists
- Special guests

will be sent from the Church Office to ensure consistency, professionalism, and clear communication.

D. No Confirmations or Verbal Agreements by Ministries

To protect both the church and the ministry:

- Please **do not confirm** speakers or guests
- Please **do not negotiate or agree to financial obligations**
- Please **do not verbally commit** the church to honorariums, travel, or other expenses

All confirmations, negotiations, and agreements must go through the Church Office to maintain proper process and financial alignment.

5. Requirements & Expectations

- Submit forms on time

- Provide complete information
 - Use official forms for all scheduling
 - Submit change requests for cancellations or adjustments
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6. Media & Marketing Support (Event Logistics Forms Only)

Marketing timelines follow the 1–2 month advance requirement.

Includes:

- Flyers
 - Videos
 - Social media graphics
 - Bulletin/announcement inclusion
 - Website updates
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7. Building Access and Use

Approved events will receive room assignments, timeframes, and building support instructions.

Ministries must:

- Reset the room
 - Clean up after use
 - Respect shared areas
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8. Contact Information

For process questions (not scheduling requests):

gbcevents@gethsemanebaptist.org

9. Summary Flow

Events

1. Submit Event Logistics Form (1–2 months early)

2. Staff review
3. Approval
4. Calendar + marketing scheduled
5. **Submit check requests + allow office to handle contracts and guest confirmations**

Meetings

- Submit Standing Meeting once for recurring gatherings
- Submit Meeting Request for one-time meetings (2 weeks early)
- Submit Change Request for updates