



Annual Planning & Budgeting for Your Avenues & Other Congregational Needs

In the [Team Based – Pastor Led resource](#), the background includes a calendar and piggy bank.

These icons are meant to demonstrate the importance of developing an **annual church calendar** and **budget** to ensure that the congregation's resources, time, and money are being invested in **alignment** with the church's **mission and values**.

Where time and money are spent is a reflection of a congregation's **direction and purpose**.

Developing these through a **team-based process** is a way to ensure alignment across Avenue teams and movement toward the **congregation's goals**.

Sharing the budget and calendar with members can **improve participation** and be a testimony of the impact of offerings and donations.

16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20	21	22	23	24	25	26
27	28	29	30	31		

17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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DECEMBER

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



BEST PRACTICES FOR DEVELOPING AN ANNUAL CALENDAR:

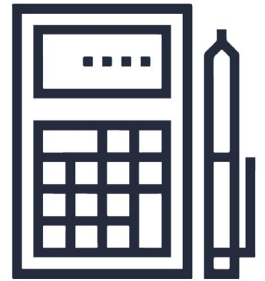
- » Fill in important dates and seasons of the **worship calendar** (Advent, Christmas, Easter, etc.).
- » Fill in important dates for your **community** and **local school calendars** (Spring Break, Super Bowl Sunday, Halloween, etc.).
- » Meet with your Avenue champions to **brainstorm activities** for the year and determine the frequency of events (neighborhood camp, connect groups, retreats, etc.).
- » **Follow up** to assign dates to each activity.
- » Determine frequency of **team meetings**.
- » Schedule **special events** (launching connect groups, blessing of children, commissioning leaders, celebrating baptisms, etc.).
- » Review the draft calendar month by month with your teams and **make adjustments**.
- » **Determine a budget** for each proposed event, adjusting as necessary.
- » **Review the draft** with your teams one more time.
- » **Finalize the calendar** by November.
- » Develop a **communication plan** to announce all events **internally** (a monthly church calendar, highlighting events in the bulletin, etc.) and **promote missional events** to your neighborhood (direct mail, social media, etc.).



[Here is a sample church calendar for reference.](#)

BEST PRACTICES FOR CREATING AN ANNUAL BUDGET:

» Most churches use **incremental budgeting** which is dependent on income and expenses from the previous year. This method uses last year's budget as a starting point, adjusting items for expected fluctuations or operational changes. This is also the time to look at your annual calendar for events that require a budget to accomplish.



- Estimate your **annual income**.
- Estimate total **annual expenses**.
- » **All income and expenses must fit into one of the categories in your budget.** Meeting with your teams can help you discern upcoming needs for your ministries.
 - Determine **net income!**
 - Set **budget goals** for your direct ministries (Faith, Hope, and Love Avenues).
- » Develop a process to **monitor your budget** to make sure you are on track.
- » Review and update your **annual budget**.

[Here is a sample church budget for reference.](#)

The Essentials

Developing an annual budget and calendar through a collaborative process helps create alignment and accountability within a congregation. It also provides a framework for ministries to work more efficiently and effectively together. It is a best practice in our pursuit of Healthy Church.