



Fairfield Baptist Church  
*...guarding the truth*

## 2019 CLOSE OUT & 2020 PREPARATION GUIDE

6133 Redan Road  
Lithonia, GA 30058  
770.482.7660 – 770.484.1483 (Fax)  
[www.fairfieldbc.org](http://www.fairfieldbc.org)  
**Pastor Melvin Brooks**  
**Overseer Micheal Benton**

*Greetings:*

*It is now time to prepare for 2020. Please review and complete this package (please note, there is new information in preparation for 2020). Information should be returned as follows:*

- *2020 Officers – return officers' form at our next church conference, **December 18, 2019.***
- *If you are responsible for any church-wide events, please complete the FBC Event **Proposal Form and forward to the church office by December 4, 2019.** It is imperative that proposals are submitted timely to create and coordinate the church-wide calendar. Ministries will receive approval for projects by the end of December. If your project involves another ministry, please confer with that ministry to ascertain appropriate coordination.*

*If you have any questions, please contact:*

*Church Administrator, Deaconess Bonni Ware, 770.482.7660, Ext. 115*

*Enclosures:*

- *Instructions for 2019 ministry close-out*
- *Instructions for election of 2020 officers*
- *Form to submit elected officers for 2020, meeting date, time and preferred location*
- *Form to submit 2020 events sponsored by your ministry along with project proposal form*

## *2020 Election Information*

- ✓ *Officers are to be elected during your October/November meeting(s).*
- ✓ *Officers elected must be members of the Fairfield Baptist Church.*
- ✓ *Officers to be elected are listed on the 2020 Officers Form. Forms should be forwarded to the Church Administrator by December 18, 2019.*
- ✓ *Trinitarians must be a member of the ministry at least 3 years.*
- ✓ *Trinitarians may serve up to 3 years without re-election.*
- ✓ *Secretaries and Assistant Secretaries should be computer literate.*
- ✓ *Spiritual Advisors are to attend meeting to elect officers. Please notify your Spiritual Advisor of the scheduled date.*
- ✓ *Trinitarians, Secretaries and Treasurers must be willing to have their contact numbers published for use by Fairfield Baptist Church.*

## *Close out for 2019*

*The following ministry documents should be submitted to the Church Clerk at the 4<sup>th</sup> Quarter Church Conference, Wednesday, December 18, 2019.*

- ✓ *Minutes of all meetings*
- ✓ *4<sup>th</sup> quarter (end of the year) financial statement*

*In order for your members to receive credit for their donations to your ministry, forward to Finance Data Entry (church office) the names of members, member number and the amount of funds given by December 18, 2019.*

*Next Church Conference*

*Wednesday, December 18, 2019, 7:00 PM*

*The Son's House*

**FAIRFIELD BAPTIST CHURCH**

**2020 OFFICERS**

NAME OF MINISTRY

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<b>Regular Meeting Date</b>	
<b>Meeting Time</b>	
<b>Preferred Location</b>	

<b>Office</b>	<b>Name</b>	<b>Email Address</b>
TRINITARIAN		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
TRINITARIAN		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
TRINITARIAN		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
SECRETARY		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
ASSISTANT SECRETARY		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>

<b>Office</b>	<b>Name</b>	<b>Email Address</b>
<b>TREASURER</b>		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
<b>ASSISTANT TREASURER</b>		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
<b>CHAPLAIN</b>		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
<b>ASSISTANT CHAPLAIN</b>		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
<b>PARLIMENTARIAN</b>		
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>
<b>Office</b>	<b>Name</b>	<b>Email Address</b>
<b>Best Contact Number</b>	<b>Address</b>	<b>City, State, Zip Code</b>

## 2020 Events

*List the events that you are planning for 2020.*

Name of Ministry	
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Date	Time	Event	Preferred Location	Audience

*Please forward to Church Administrator by **December 4, 2019**.*

*Proposals must be submitted for all church-wide events requiring funding.*

*Proposals are to be submitted along with this form.*

Fairfield Baptist Church  
FBC Event Proposal

Pastor Melvin Brooks

Overseer Micheal Benton

6133 Redan Road ~ Lithonia, GA 30058 ~ 770.482.7660~fairfieldbc.org

Project Name : \_\_\_\_\_

Sponsoring Ministry : \_\_\_\_\_

Project Start Date : \_\_\_\_\_

Date of Event : \_\_\_\_\_ Time: \_\_\_\_\_

Location Requested : \_\_\_\_\_

Collaborative Ministry(ies): \_\_\_\_\_

Consulted with Ministry(ies): Yes

No

Contact Persons	Contact Number	Email Address

Description of Project:

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Purpose/Benefit of Project:

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Anticipated Audience (if applicable):

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Proposed Budget Line Items	Description	Amount
Total		\$

Instructions for Completing Form:

1. State name of the project.
2. Name the ministry that is sponsoring project.
3. List contact persons and contact information.
4. Give a brief description of what the project entails.
5. Describe the reason for the project.
6. Complete budget information by detailing what you will need to proceed with the project and the cost.
7. List initial funding amount and source.
8. List the persons in which the project is intended.