

**Watts Chapel Missionary Baptist Church
Schedule for FY 2012 Budget Process**

Completion Dates	Required Action
September 13, 2011	Present Draft Budget Letter/Schedule/Forms for Stewardship Ministry Approval
September 17, 2011 (Leadership Meeting)	Issue 2012 Budget Letter to Ministry Leaders. Rev. White discuss with Ministry Leaders their 2012 Goals and Objectives and Stewardship Ministry highlight changes in 2012 Budget Submissions
September 20, 2011	Send Electronic Version of Budget Letter and Forms to Ministry Leaders
September 26, 2011	Submit Church Announcement to remind Ministry Leaders of Deadlines for 2012 Budget Submissions. Run in Oct 2, 9, 16, and 23 Bulletins.
October 11, 2011	Stewardship Ministry meet to discuss 2012 Income Projections and Budget Assumptions
October 19, 2011	Trustee and Personnel Ministries provide 2012 Budget Forms in Enclosures B, C, D, and E
October 26, 2011	Other Ministry Leaders provide 2012 Budget Forms in Enclosures B, C, D, and E
November 15, 2011	Stewardship Ministry complete review of Proposed 2012 Budget Requests and makes recommendations
November 28, 2011	Submit Church Announcement to remind Ministry Leaders to pick up their 2012 Budgets at Bible Study on December 7 th .
Nov 30, 2011	Stewardship Ministry meets with Rev. White, Ministry Leaders, and Deacons Ministry to discuss recommendations and any proposed 2012 Budget Issues
December 7, 2011	Stewardship Ministry provides Ministry Leaders their proposed 2012 Budget
December 11, 2011	Stewardship Ministry distributes proposed 2012 Budget to Congregation for Review prior to Church Conference
December 12, 2011	Stewardship Ministry presents proposed 2012 Budget for Approval at Church Conference