Church Budget Planning Worksheet

GENERAL MINISTRY FUND

SUMMARIZE:

A. Annual Projected Income	$	
B. Annual Income divided by 12 months equals	$	income per month
C. Income per month divided by		
3 Key Components:		
1. Administrative Costs	$	30% of income per month
2. Facility Expense	$	30% of income per month
3. Ministry	$	30% of income per month

I. ADMINISTRATIVE COSTS

	ANNUAL	MONTHLY
Salaries:		
Pastoral Staff	$	$
General Staff	$	$
Housing Reimbursement	$	$
Parsonage Expense	$	$
Minister's Dues	$	$
Insurance:		
Health	$	$
Disability	$	$
Retirement	$	$
Taxes	$	$
Pastor Vehicles:		
Loan	$	$
Maintenance	$	$
Fuel	$	$
Insurance	$	$
Reimbursements:		
Fuel and Mileage	$	$
Meals	$	$
SUBTOTAL	$	$

CONTINUED ON NEXT PAGE >

Church Extension Plan
PARTNERS in MINISTRY®

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ECFA MEMBER

60 YEARS

Church Budget Planning Worksheet

GENERAL MINISTRY FUND

> ADMINISTRATIVE COSTS CONTINUED

	ANNUAL	MONTHLY
SUBTOTAL FROM PAGE 1	$	$
Workers Compensation	$	$
Special Days:		
Anniversaries	$	$
Christmas	$	$
Birthdays	$	$
Annual Appreciation Days	$	$
SUBTOTAL: ADMINISTRATIVE COSTS	$	$

II. FACILITY EXPENSES

Mortgage	$	$
Insurance	$	$
Lease	$	$
Equipment/Furnishings	$	$
Depreciation	$	$
Building Maintenance	$	$
Unrelated Income Tax Liability	$	$
Property Tax on Non-Exempt Property	$	$
SUBTOTAL: FACILITY EXPENSES	$	$

III. MINISTRY

Christian Education:		
Sunday School/Small Groups/Cell Groups	$	$
Children's Church	$	$
Girl's Ministry	$	$
Boy's Ministry	$	$
Youth/College/Young Adults	$	$
Evangelism/Outreach	$	$
Women's Ministry	$	$
Men's Ministry	$	$
Senior's Ministry	$	$
Advertising	$	$
Benevolence	$	$
SUBTOTAL MINISTRY PAGE 2	$	$

Church Budget Planning Worksheet

GENERAL MINISTRY FUND

> MINISTRY CONTINUED

	ANNUAL	MONTHLY
SUBTOTAL MINISTRY FROM PAGE 2	$	$
Departmental Expenses	$	$
Utilities:		
Electric	$	$
Gas	$	$
Telephone:		
Land Line	$	$
Wireless	$	$
Internet	$	$
Alarm	$	$
Church Ministry Vehicles:		
Loan/Lease	$	$
Maintenance	$	$
Fuel	$	$
Insurance	$	$
Maintenance	$	$
Miscellaneous	$	$
Hospitality/Visitations	$	$
Special Events:		
District Council	$	$
General Council	$	$
Seminars	$	$
Office Supplies	$	$
Guests/ Other	$	$
Ministry Contingency — Savings	$	$
SUBTOTAL: MINISTRY	$	$

IV. General Missions Fund:

(Funded from Faith Promise and Designated Offerings)

Annual Budget Amount	$	
Projected Missions Income for Year	$	
SUBTOTAL: GENERAL MISSIONS FUND	$	

Church Budget Planning Worksheet

GENERAL MINISTRY FUND

Budget	ANNUAL	MONTHLY
Mission Support:		
International Individual Missionary List	$	$
	$	$
	$	$
Home Individual Missionary List	$	$
	$	$
	$	$
Special Missions Projects:		
Speed the Light	$	$
BGMC	$	$
Other	$	$
SUBTOTAL: GENERAL MISSIONS	$	$