ARMIDALE DISTRICT BAPTIST CHURCH
Sharing Christ's Love in Community

Event Application Form

*Preferably to be completed **3 months before** the Event*

Approved: 12 July 2026

It is positive for Armidale District Baptist Church to hold events for the church family and wider Armidale community. This application form helps the Church Leadership (Elders and Deacons) assess the benefits of the event and whether it should be held. It also enables the Safe Church Team to assess whether the event will be a child safe environment and a positive experience for vulnerable people. Please complete this Event Application form no later than **two months before the event**.

Name of Event:	Date of Event:
Venue:	Target Group for the Event:
Are Children involved? YES / NO How many do you expect?	Number of People needed to Run the Event:
First Aid Arrangements:	Event Leader:

What is the Purpose of the Event?

What are your specific Goals for the Event

Make your goals S.M.A.R.T. That is Specific, Measurable, Achievable, Results-based and Time dependant *(e.g. By the start of June we will have 10 children able to read the first 8 chapters of Mark's Gospel for themselves and show how these chapters reveal that Jesus is God on earth.)*

Goal 1:
Goal 2:
Goal 3:
Goal 4:

Attach other pages if you need more space.

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S.W.O.T. Analysis As The Review Paradigm



On this page perform a S.W.O.T. review of your event. There are four key areas of review. Two of these areas are within the Event (Strengths and Weaknesses) and two are imposed upon the Event from outside (Opportunities and Threats). It is in the review of these four areas that the ministry can be objectively evaluated.

After listing your S.W.O.T. comments place an **X** within the grid showing your overall summary of your analysis of the Event preparation.

Questions to help you with your S.W.O.T. review are on the next page (page 3).

Strengths	**Weaknesses**
Opportunities	**Threats**

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Questions to help you with the S.W.O.T review above.

Strengths (Internal, Positive) are all positive resources, personnel and capabilities within the event team. To discern these, ask yourself questions like;

- What is your Event Team like?
  - Is the number of leaders and volunteers sufficient to run the Event?
  - Do the leaders and volunteers have the skills and spiritual gifts needed to run the Event?
  - Are our leaders and volunteers strong, passionate and committed?
  - Are our Leaders and Volunteers teachable?
- Do we have the resources to run this Event?
  - Do we have the funds to run this Event?
  - Is there sufficient training of leaders and volunteers?
  - Do we have enough leaders to keep participants (especially children) safe. For children you need at least 2 leaders and in a ratio of 1 leader for every 8 children, sometimes more leaders required based on venue and activities. Every child and leader should always be visible to the other leaders.
  - Have we met all the Safe Church requirements for our leaders and volunteers?
  - What extra support is available from the church (practical, transport, prayer etc)
- Do we have an appropriate venue for this Event?
- Do we have safe practices in place in the Event?
- What are our ministry goals and are they achievable?

Weaknesses (Internal, Negative) asks what internal factors may hinder the Event or place you at a disadvantage. Ask;

- What abilities are we lacking?
- Where might we struggle?
- How can we overcome issues?
- How do we build in regular training for the team?
- What's in our "blind-spot"?
- What will be the greatest challenge for people who attend our Event?
- Do we have proper systems in place to record attendance?
- Can we address first aid issues?

Opportunities (External, Positive) looks at external factors that can benefit the Event

- Are the buildings a positive environment for the Event? Can they be improved?
- Are there people to participate in the Event? Does it address a current need?
- In the current cultural climate, what is in your favour?
- Do we have the support of the church leadership and people? Are they supporting and praying for us?
- What goals are currently in reach?
- Are the funds currently available to run the Event?
- Are we taking advantage of current technology?

Threats (External, Negative) are external factors that could cause trouble for the Event.

- What external factors (buildings, attitudes, time and ministry clashes etc) might make the Event hard?
- What "headwinds" do we face?
- What could go wrong?
- What is going wrong?
- Do we feel supported?
- What is most discouraging for the team?

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What is your greatest strength moving forward with the Event?

What is your greatest need moving forward with the Event?

Should this Event run and Why?

Who in the Church Leadership do you report to?

List the staff and volunteers in this Event and their roles

Funding for the Event

How are you funding the event?
List your funding for the event. Please speak to the Church Treasurer if you need guidance.
(Attach pages if needed)

Provide copies of the advertising being sent out about the event and any application forms.

Declaration

This is an accurate review of the _____ Event

Name: (Block Letters)	Role in the Event:
Signature	Date Review Submitted:

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Safe Church Team	
Are there enough people to run the Event?	Yes / No (comment)
Are there any Child or vulnerable people safety issues?	Yes / No (comment)
Do the Safe Church Team endorse this ministry?	Yes / No (reason)
Date Received:	Signed:
The Safe Church Team endorsement is passed on to the Church Leadership (Elders and Deacons) who have the final say in the continuance and development of church Ministries. They will report back to you after their assessment.	

Church Leadership Assessment		
Assessment of Event Purpose and Goals		
Does this Event have the support of the church Leadership and People?	Yes / No (comment)	
This Event is:	Supported / Discontinued	
Reason:		
Additional Comments:		
Needs of this Event have been incorporated in the Church Budget.	Yes / No (comment)	
Signed:	Date:	

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