

## **Implement a New Compassion Event**

### Research

Who is this helping, who is our target serving audience, who is leading the team

What are we doing, what are the logistics

When will it take place

Where is it happening

Why are we doing it

How does this help us accomplish the Compassion WIN and how will we promote

Present to Director of Compassion Ministries and finalize new event plan

Director of Compassion Ministries will submit to their Direct for approval.

If approval is not given, do not move forward.

If approval IS given, send an e-mail to the Senior Pastor and Executive Pastor to see if there are any red flags.

Address any red flags. If approval is not given, do not move forward.

If approval IS given, send an e-mail to the Office Manager and Director of Communication to ensure there are no conflicts.

Address any red flags and conflicts.

Continue forward with organizing, promoting, and performing the event